

Meeting Minutes Form



a program of the Jane Goodall Institute

Use this as the cover sheet for your meeting minutes. On a separate piece of paper, write down the important points of your discussions and staple this to the front.

Meeting Date: _____ Time: _____

Note Taker's Name: _____

Date of the next scheduled meeting: _____

Members in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agenda Topics for this Meeting:

- _____
- _____
- _____
- _____
- _____
- _____

Agenda Topics for Next Meeting:

- _____
- _____
- _____
- _____
- _____
- _____