

Name of YES Company

Minutes of Meeting ▶

Meeting Title	:	
Date	:	
Time	:	
Place	:	
Bridge Information	:	
Chair Person	:	
Invitee List	:	Internal: External:
In Attendance	:	Internal: External:
Absent	:	Internal: External:
Agenda	:	
Minutes Submitted By	:	
Minutes Submitted On	:	
Next Meeting	:	Date: Time: Place: Bridge: Chair:

Decisions:

#	Decision
1.	
2.	

Action Items:

#	Action Item	Owner	Status	Due Date	Comments
1.					
2.					

Carry-Over Items for Next Meeting:

#	Description
3.	
4.	

Notes: