|  |
| --- |
| [Title] |
| [GroupName]  [CompanyName] |

|  |  |
| --- | --- |
| Date | [Date] |
| Time | [Time] |
| Location | [Location] |
| Present | [Attendees] |

To generate the Meeting Book, open the Decisions Meeting Documents Manager from the Home Tab. To get the add-in: [Download from Microsoft AppSource](https://appsource.microsoft.com/en-us/product/office/WA104380449) here

*For more info about customizing this template:* [*Customizing Document Templates*](https://support.meetingdecisions.com/customizing-document-templates)

[AgendaSummary]

**[TableOfContents]**The table of contents will be written to this page in the final PDF meeting book.

[AgendaItemDetail]