|  |  |
| --- | --- |
| Date | [Date] |
| Time | [Time] |
| Location | [Location] |
| Present | [Attendees] |
| Absent | [Absent] |
| Note taker | [NoteTaker] |

[Agenda Header]

To merge the meeting data into this template, 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).

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

[All open tasks]