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**MEETING NOTES & ACTION ITEMS TEMPLATE**

**IOC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members Present:**

**Members Absent:**

**Other Attendees:**

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| --- | --- | --- |
| **Agenda Item**  *(Enter the related topic from the IOC’s agenda)* | **General Description of Matters Discussed & Motions Made**  *(Summarize key points discussed; be sure to restate the “actual motion” made including the vote result when applicable)* | **Action Item/Assigned To/Due Date**  *(Indicate the specific follow-up task/s that need to be completed, name of the member assigned to the item, and the anticipated due date)* |
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