Template - Meeting Minutes
Kantara FOO GROUP Teleconference

Date and Time | Attendees | Apologies | Agenda | Minutes | Next Meeting

Date and Time

- **Date:** Day, Month Day#, Year#
- **Time:** X PDT | X EDT | X UTC

Attendees

- Attendee 1
- Attendee 2
- Attendee 3
- Attendee 4
- Attendee 5

Apologies

- Not in Attendance 1
- Not in Attendance 2
- Not in Attendance 3

Agenda

1. Topic 1
2. Topic 2
3. Topic 3
4. Topic 4
5. AOB

Minutes

1. Topic 1
   Summary:
   - Items
   - **Bold** Items
   - *Italicized* Items

2. Topic 2
   The following officers were agreed upon by unanimous consensus:
   Summary:
   - List Items
   - **Bold**
   - *Italicized*

3. Topic 3
   Summary:
   - List Items
   - **Bold**
   - *Italicized*

4. Topic 4
   - Bullet List
     - Second Level Bullet List
   - [External Link Example](#)

Next Meeting

- **Date:** Day, Month Day#, Year#
• **Time:** X PDT | X EDT | X UTC (Time Chart)
• **Dial-In:** +1-218-862-7200
• **Code:**