

# CIWG Meeting Minutes Template

## 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 | X CEST

### 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:** \
- **Code:**

**NOTE:** Do not follow the code with a "#" symbol as it may cause the code not to be recognized.