

Meeting Minutes Template

Type your minutes in this template and save the page as: "groupName Teleconference - (numerical) year-month-day).

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. Topic 5

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

5. Topic 5

- [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.