**MEETING MINUTES**

| **Meeting/Project Name:** | BBF Pre-testing Project; Meeting #  |
| --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) |  | **Time:** |  |
| **Minutes Prepared By:** |  | **Location:** |  |
| 1. Meeting Objective |
|  |
| 2. Deliverables Due this Meeting |
|  |
| 3. Attendance at Meeting  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Previous Discussion (Items/Knowledge Shared) |
| Topics Gear(s) Conclusion |
| *Itemize and describe in detail discussion points* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 5. New Discussion (Items/Knowledge Shared) |
| Topics Gear(s) Conclusion |
| *Itemize and describe in detail discussion points* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 6. Decisions Made (What, Why, Impacts) |  |  |
| Decision  | Gear(s) | Conclusions |
| *List and describe in detail decisions made by the committee* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 7. Action Items/Next Steps (What, How, Who, Due Dates)  |
| **Action** | **Owner** | **Due Date** |
| ***Describe action items agreed by committee*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 8. Next Meeting |
| **Date:** (DD/MM/YYYY) |  | **Time:**  |  | **Location:**  |  |
| Objective:  |  |
| Deliverables Due:  |  |