

Business Meeting Minutes

Name: _____ Date: _____ Location: _____

Attendees:

Absent:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agenda:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Open Issues:

- _____
- _____
- _____
- _____
- _____
- _____

Next Steps:

- _____
- _____
- _____
- _____
- _____
- _____

Tired of taking notes?

Try VoiceHub to make note-taking automatic.

