



**Chesapeake Bay Program**  
*Science. Restoration. Partnership.*

## **[Meeting Title]**

[Month Day, Year]

[Time]

Visit the meeting webpage for meeting materials and additional information.

**Purpose:** [A short description of your meeting's goals, primary discussion topics, decisional items, and anticipated accomplishments.]

## **Minutes**

### **I. [Item 1]**

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

#### **Decisions [required]:**

1. [List specific decisions made as a result of the meeting.]

#### **Actions [required]:**

1. [List specific follow-up actions, who is responsible for each, and deadlines if applicable.]

#### **Discussion Notes [optional]:**

- [Summarize the key points discussed, including major takeaways and concerns.]
- Consider the following examples for capturing the components listed above:
  - Example Minutes #1
  - Example Minutes #2

### **II. [Item 2]**

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

#### **Decisions [required]:**

1. [List specific decisions made as a result of the meeting.]

#### **Actions [required]:**

1. [List specific follow-up actions, who is responsible for each, and deadlines if applicable.]

#### **Discussion Notes [optional]:**

- [Summarize the key points discussed, including major takeaways and concerns.]

### **III. [Item 3]**

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

#### **Decisions [required]:**

1. [List specific decisions made as a result of the meeting.]

#### **Actions [required]:**

1. [List specific follow-up actions, who is responsible for each, and deadlines if applicable.]

#### **Discussion Notes [optional]:**

- [Summarize the key points discussed, including major takeaways and concerns.]

### **IV. Wrap-Up**

Lead: [Name(s) of facilitator(s) or presenter(s)]

### **V. Adjourn**

**Next Meeting:** [Month Day, Year, time]

#### **Attendees:**

- [List name and organizational affiliation of all attendees.]