

# Meeting Minutes Writing

---

## Meeting Information

**Meeting Title:** Weekly Team Meeting

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location or Virtual Meeting Link]

## Participants

### Present:

- [Name 1] - [Role]
- [Name 2] - [Role]
- [Name 3] - [Role]

### Absent:

- [Name 1] - [Role]
- [Name 2] - [Role]

## 1. Call to Order

- **Time:** [Insert time meeting started]
- **Called by:** [Name/Position of the person who called the meeting to order]

## 2. Approval of Agenda

- **Motioned by:** [Name]
- **Seconded by:** [Name]
- **Outcome:** [Approved/Modified]