**<****Name of Organization Meeting Is With (if required)> & TRCA re:** **<Meeting/Project Name>**

**Date**

**Time**

|  |
| --- |
| **Attendees:** |
| **<Name of Organization Meeting Is With (if required)>**First Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, Title |
| **Toronto and Region Conservation Authority**First Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, Title |

**MEETING MINUTES**

**ITEM 1**

**ACTION ITEM:**

**ITEM 2**

**ACTION ITEM:**

**ITEM 3**

**ACTION ITEM:**

**ITEM 4**

**ACTION ITEM:**

**ITEM 5**

**ACTION ITEM:**

**ITEM 6**

**ACTION ITEM:**

**ITEM 7**

**ACTION ITEM:**

**ITEM 8**

**ACTION ITEM:**

**NEW BUSINESS**

\* Please note that this is a suggested template and can be modified to fit your content.