Qualitative Research Group Meeting Minutes					
Date					
Time					
Meeting Location/Platform					
Facilitator					
Note Taker					
Attendees					
Absentees					
Agenda					
Discussion Notes					
Action Items					

	Made			
Next Step	s & Respon	sibility		
Next Meet	ing Details			
	ing Details			
Next Meet Date Time	ing Details			
Date				
Date Time				