

# Academic Research Collaboration Minutes

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting Facilitator: \_\_\_\_\_

Note Taker: \_\_\_\_\_

Attendees: \_\_\_\_\_

Apologies: \_\_\_\_\_

## Agenda

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- 
- 

## Discussion & Notes

Topic	Discussion & Key Points	Lead

## Action Items

Action Item	Responsible	Deadline	Status

## Next Meeting

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Additional Notes

