

Meeting Notes and Minutes Template

 Meeting Title: _____	 Date: _____	 Time: _____
 Location: _____	 Facilitator: _____	 Note Taker: _____

ATTENDEES

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

MAIN DECISIONS

1. _____
2. _____
3. _____
4. _____
5. _____

ACTION ITEMS SUMMARY

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DETAILED NOTES

OFFICIAL MINUTES SUMMARY

 Purpose of Meeting

 Topics Discussed

 Decisions Made

 Key Takeaways

ACTION	OWNER	DUE DATE	STATUS		
			☐ Not Started	☐ In Progress	☐ Complete
			☐ Not Started	☐ In Progress	☐ Complete
			☐ Not Started	☐ In Progress	☐ Complete
			☐ Not Started	☐ In Progress	☐ Complete
			☐ Not Started	☐ In Progress	☐ Complete
			☐ Not Started	☐ In Progress	☐ Complete

 NEXT MEETING	Date: _____	Time: _____	Location: _____
Purpose / Agenda (if known): _____			