

Meeting Notes and Minutes Template

Meeting Title: _____

Location: _____

Date: _____

Facilitator: _____

Time: _____

Note Taker: _____

[illegible]

Detailed Notes	Official Minutes Summary
Capture discussion, ideas, context, and additional details.	Summarize the meeting for official records. Purpose of Meeting: _____ _____ Topics Discussed: • _____ • _____ • _____ • _____ • _____ Decisions Made: • _____ • _____ • _____ • _____ Key Takeaways: • _____ • _____ • _____ • _____

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

NEXT MEETING:	Date: _____	Time: _____	Location: _____
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