# **Meeting Minutes Template**

Project / Meeting Title
Date:

Location / Call Link:

Attendees:

Time:

Absentees:

### Agenda

- Item 1
- Item 2
- Item 3

# **Discussion Summary**

Write concise summaries (2–3 sentences) for each agenda item. Focus on key details and decisions.

### **Key Decisions**

1. Decision description — rationale

#### **Action Items**

Task	Description / Notes	Assigned To	Due Date	Status
Prepare new budget report	Include vendor quotes A & B	Anna	2025-10-15	Open
Conduct code review	Security & performance checks	Ivan	2025-10-17	Open
Create homepage prototype	Mobile + desktop	Maria	2025-10-20	In progress

#### **Notes & Comments**

Space for additional observations, links, and resources.