

Meeting Minutes Template

Project / Meeting Title:

Date:

Time:

Location / Call Link:

Attendees:

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.