MEETING MINUTES

Date: [Date]

Time: [Start] – [End]

Location: [Room / Zoom / Teams]

Facilitator: [Name]

Meeting Type: [Weekly / Monthly / Project / Ad-hoc]

Notes By: [Name]

ATTENDEES

[List all attendees — Name, Title. Mark absent with (A)]

AGENDA ITEMS DISCUSSED

1. **[Agenda Item / Topic]**
   [Discussion summary, decisions made, key points]
2. **[Agenda Item / Topic]**
   [Discussion summary, decisions made, key points]
3. **[Agenda Item / Topic]**
   [Discussion summary, decisions made, key points]
4. **[Agenda Item / Topic]**
   [Discussion summary, decisions made, key points]

DECISIONS MADE

- [Decision or resolution agreed upon]
- [Decision or resolution agreed upon]
- [Decision or resolution agreed upon]

ACTION ITEMS

ACTION	OWNER	DUE
[Action item]	[Name]	[Date]
[Action item]	[Name]	[Date]
[Action item]	[Name]	[Date]

NEXT MEETING: [Date, Time, Location]

Meeting adjourned at: [Time]

_____ _____

Secretary / Note-Taker **Approved By**

Template from Templatesandformats.com | Free for personal and professional use