

STEP 1: **MAKE A COPY OF THIS TEMPLATE TO YOUR OWN GOOGLE DRIVE OR DOWNLOAD IT**
 STEP 2: **REVIEW SAMPLE GUIDE BELOW (PAGE 1) TO UNDERSTAND KEY AREAS TO DOCUMENT IN MEETINGS**
 STEP 3: **USE THE BLANK VERSION ON PAGE 2 FOR YOUR MEETING MINUTES (OR COPY/PASTE INTO EMAIL)**
 STEP 4: **CREATE A CENTRALIZED FOLDER (PROJECT OR TEAM) FOR STORING MINUTES**
 STEP 5: **CREATE A CENTRALIZED ACTION LOG (PROJECT OR TEAM) TO HELP VISUALIZE & TRACK WORK**

MANAGEMENT DEFECT FRAMEWORK THINK TANK (MDF TT)

TAKING EFFECTIVE MEETING MINUTES - SAMPLE MINUTES

OCT/10/22 @ 1:30 PM

Attendees	Harris (Chair), John, Jasneet, Sophie, Debrah
Agenda	<ol style="list-style-type: none"> 1. Actions from last meeting (timebox eg. 10 mins) <ul style="list-style-type: none"> <input type="checkbox"/> Creating a centralized action items log <input type="checkbox"/> Setting up online chat channel to address issues outside of meetings 2. New Topics <ul style="list-style-type: none"> <input type="checkbox"/> Review a sample of minutes created in last week (timebox eg. 5 mins) <input type="checkbox"/> How to proactively track actions between meetings (timebox eg. 5 mins) 3. Team Roundtable (timebox eg. 7 mins) <ul style="list-style-type: none"> <input type="checkbox"/> As a servant leader you need to unblock the work for your team. This is the time to ask how you can help and understand obstacles to completing work as scheduled 4. Meeting Recap (timebox eg. 3 mins) <ul style="list-style-type: none"> <input type="checkbox"/> ALWAYS take the time to recap actions, decisions and next steps to ensure that everyone knows what is assigned
Minutes	<ul style="list-style-type: none"> • Bullet form on key items discussed • Sample - Dates/Times/Resources needed to support the work • Sample - Gaps in current process identified, no follow up on meeting actions
Actions & Next Steps	<p>Action Items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AI - Sample (What, Who, Due Date MM/DD) <input type="checkbox"/> AI - Setup workshop to gather requirements (Harris, 10/30) <p>Next Steps:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Next meeting (Date/Time/Link to Virtual Meeting) <input type="checkbox"/> Decisions required
Decisions	<ul style="list-style-type: none"> • Key decisions that need to be documented as they impact the project/team. This should be transferred into a decision log in a centralized tool for your project/team • Sample - Decision to launch is dependent on project X and will need to be after holiday freeze period • Sample - Decision to use X tool to manage this work moving forward

YOUR COMPANY
MEETING NAME

MMM/DD/YY @ TIME

Attendees	Name (Chair), Names of attendees
Agenda	<div>1. Actions from last meeting (ADD timebox) <input type="checkbox"/> <input type="checkbox"/></div> <div>2. New Topics (ADD timebox) <input type="checkbox"/> Topic A (ADD timebox) <input type="checkbox"/> Topic B (ADD timebox)</div> <div>3. Team Roundtable (ADD timebox) <input type="checkbox"/> What can be done to help or unblock work?</div>
Minutes	<ul style="list-style-type: none">
Actions & Next Steps	<div>Action Items: <input type="checkbox"/> AI - Sample (What, Who, Due Date MM/DD) <input type="checkbox"/></div> <div>Next Steps: <input type="checkbox"/> Next meeting (Date/Time/Link to Virtual Meeting) <input type="checkbox"/> Decisions required</div>
Decisions	<ul style="list-style-type: none">Key decisions that need to be documented as they impact the project/team. This should be transferred into a decision log in a centralized tool for your project/team