

Meeting Minutes

[Organization Name]

January 1, 2026

Record as the meeting runs

Meeting Purpose:

Record what was decided, who is doing what by when, and enough context that someone who missed the meeting can catch up without asking. Fill in the header before the meeting starts so that once it does, you are only capturing outcomes.

What minutes are for:

- *Good minutes are not a transcript. Nobody re-reads a wall of who said what, and writing one means you are typing instead of listening. Minutes answer three questions later: what did we decide, who owns what, and when is it due.*

Before	Meeting details - Date, time and location or call link - Meeting name and purpose - Chair: Minutes taken by:
Before	Attendance - Present: - Apologies / regrets: - Guests: Quorum confirmed (formal meetings only):
5 min	Approval of previous minutes - Minutes of the previous meeting approved as circulated, or amended - Note any amendments
—	Agenda item 1 - Discussion (brief): - Decision: - Action items arising:
—	Agenda item 2 - Discussion (brief): - Decision:

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- Action items arising:
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— **Agenda item 3**

- Discussion (brief):
 - Decision:
 - Action items arising:
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— **Motions and votes (boards, committees and formal meetings)**

- Motion wording:
 - Moved by:
 - Seconded by:
- Result: carried / defeated / tabled
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5 min

Summary of all action items

- Action · Owner · Due date · Status
 - Read back before closing so nobody leaves with a task they did not hear
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— **Next meeting**

- Date, time and location
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