

Brainstorming Meeting Minutes Template

Meeting Details

Date:

Time:

Location:

Facilitator:

Note taker:

Attendees:

Meeting Objective

State the purpose of the brainstorming session and the outcomes you want to achieve.

Agenda

1. Introduction and goals
2. Topic presentation
3. Idea generation
4. Group discussion
5. Prioritization
6. Next steps

Ideas Generated

List all ideas discussed during the session. You can categorize them by theme or by participant if helpful.

Key Discussion Points

Summarize important themes, recurring suggestions, or insights that came up during brainstorming.

Decisions Made

Record which ideas were selected for further development or testing.

Action Items

List tasks assigned during the meeting, along with the responsible person and deadline.

Example:

- **Task:** [Describe action]
- **Owner:** [Name]
- **Due Date:** [Date]

Next Meeting

Date:

Time:

Location: