

MEETING NOTES

Ready-to-use template · fill in the fields and delete the grey hints

1. Meeting details

Meeting	
Date and time	
Location / channel	
Called by	
Notes taken by	
Notes no.	

2. Attendees

Name	Team / company	Role	Present

Apologies:

3. Agenda

No.	Item	Presented by	Time

4. Discussion by item

Item 1:

Summary	
Decision	

Item 2:

Summary	
Decision	

--	--

Item 3: title of the item

Summary	
Decision	

5. Action items

No.	Action	Owner	Due date	Status

6. Parked items

Item	Why it was parked	Revisit on

7. Next meeting

Date and time	
Location / channel	
Planned items	

8. Sign-off

Reviewed by	Role	Date	Signature