Meeting Notes with Action Items Template

Notes built around one question: who does what by when. Use it when the main point of the meeting is to leave with clear tasks that can go straight into a task tracker.

Meeting	
Date	
Attendees	

Context (1–3 lines)

What the meeting was about.

Action items

No.	Action (verb + result)	Owner	Due date	Depends on	Status
1					open
2					open
3					open
4					open

Needs an owner

Actions that were agreed, but nobody was named to do them.

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Decisions behind the actions

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Follow-up

When and where the status of these actions will be checked:

How to fill it in

- **Verb + result.** "Send the pricing draft to Olga", not "pricing".
- **One owner per action.** "Team" is not an owner; if several people share it, name the one who drives it.

- **Owner only if clearly named.** If it was "someone should…", it goes to "Needs an owner". A guessed owner is worse than a blank.
- **Date only if said.** Otherwise "not set". "ASAP" stays as text.
- **Implicit commitments count.** "I'll check with legal" is an action item for the speaker.
- **Review at the next meeting.** Start it by going through this list.