# Meeting Minutes Log Template (table format)

Minutes laid out as a single table — one row per agenda item or action. This layout pastes cleanly into Excel or any spreadsheet if you want to filter by owner, date or status.

## Meeting details

| | |
|---|---|
| **Meeting** | |
| **Date** | |
| **Chair** | |
| **Secretary** | |
| **Present** | |

## Minutes table

| No. | Agenda item | Discussion (short) | Decision | Action | Owner | Deadline | Status |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

Status: open / in progress / done.

## How to fill it in

- **One row — one item.** If an agenda item produced two actions, use two rows and repeat the agenda item.
- **Decision in full,** discussion in one line.
- **Owner and deadline only if named.** Otherwise write "not set" — it's easy to filter later.
- **To move into Excel:** select the table, copy, and paste into cell A1 of an empty sheet.