Meeting Minutes Template

Minutes are the official record of a meeting: who attended, what was on the agenda, what was decided and who is responsible for what. Record outcomes, not the conversation.

Header

Organization / team	
Meeting	
Minutes No.	
Date	
Time (start – end)	
Location / call link	
Chair	
Secretary (minute-taker)	

Attendance

Present	Role

Absent / apologies:

Guests:

Agenda

1.
2.
3.

Agenda items

Item 1. [Title]

Presented by	

Discussion (key points, 2–5 lines)	
Decision	
Vote (if held): for / against / abstained	

Item 2. [Title]

Presented by	
Discussion	
Decision	
Vote (if held)	

Action items

No.	Action	Owner	Due date
1			
2			

Open items carried forward

-

Next meeting

Date, time, place:

Adjournment

The meeting closed at ____.

Signatures

Chair	Name / signature / date
Secretary	Name / signature / date

How to fill it in

- **Outcomes, not dialogue.** For each agenda item write what was decided, not who said what.
- **Decisions word for word.** If the group agreed on specific wording, copy it exactly.

- **Owners and dates only if named.** If no owner or date was set, write "not set" — don't guess.
- **Unresolved items** go to "Open items carried forward", not into decisions.
- **Approve the minutes** at the next meeting and keep the signed copy.