Meeting Notes Template

Use this template during or right after a meeting to capture what was discussed, what was decided, and who does what by when. Delete any section that stays empty.

Meeting details

Meeting title	
Date	
Time	
Location / call link	
Note-taker	

Attendees

Name	Role / team

Absent (optional):

Summary

3–5 sentences: what the meeting was about and where it landed.

Purpose of the meeting

Why the group met, if it was stated out loud. 1–2 lines.

Key topics

No.	Topic	What was said (2–4 sentences)
1		
2		
3		

Decisions

No.	Decision	Made by (if stated)
1		
2		

Action items

No.	Action (start with a verb)	Owner	Due date	Status
1				
2				
3				

Needs an owner: actions agreed without a named person.

Open questions

-
-

Risks and blockers

Risk or blocker	What or who it affects

Next steps

Next meeting	
Waiting on	

How to fill it in

- **One fact, one section.** If something is an action item, don't repeat it under decisions or next steps.
- **Decision vs. action item.** A decision is what the group agreed on. An action item is who does what by when. "We're building the calendar integration. Pete, by Friday" is both. "Pete will look into the integration" is only an action item.
- **Owners.** Write an owner only if the person was clearly named. If it's unclear, leave the field empty and move the item to "Needs an owner". A guessed owner is worse than a blank one.

- **Due dates.** Write a date only if one was said. Otherwise write "not set". Keep vague timing ("as soon as possible") as text, not as a date.
- **Open questions** are things that were raised and not answered. Once answered, move them to decisions.
- **Notes, not a transcript.** Record conclusions and commitments, not who said what line by line.
- **Empty sections go.** If nothing was said about risks, delete the section rather than writing "none".