MEETING NOTES

Meeting		**Date**	
Attendees			

Goal

_____

Notes

_____
_____
_____
_____
_____

Decisions

1. _____
2. _____

Action items

✓	Action	Owner	Due
☐			
☐			
☐			
☐			

Open questions / next meeting

_____
_____

How to fill it in: one page per meeting. Write decisions as complete sentences. In "Owner" and "Due" write a name and date only if they were said; otherwise put a dash. After the meeting, take a photo or scan and store it with the meeting materials.