Meeting Minutes Template

Date: [Insert Date]

Time: [Start Time – End Time]

Location: [Meeting Location or Virtual Platform]

Attendees: [List Attendees]

Meeting Facilitator: [Facilitator’s Name]

Note Taker: [Note Taker’s Name]

# 1. Call to Order

The meeting was called to order at [Insert Time] by [Facilitator’s Name].

# 2. Attendance

[List Attendees] were present. [List any absentees or late attendees]

# 3. Approval of Previous Meeting Minutes

The minutes from the previous meeting held on [Previous Meeting Date] were reviewed and approved by [Attendees].

# 4. Agenda Items

Summarize each agenda item discussed, along with key points and decisions.

|  |  |  |
| --- | --- | --- |
| Agenda Item | Discussion | Conclusion/Decision |
| [Agenda Item 1] | [Discussion] | [Conclusion] |
| [Agenda Item 2] | [Discussion] | [Conclusion] |

# 5. Action Items

List all action items assigned during the meeting, along with responsible persons and due dates.

|  |  |  |
| --- | --- | --- |
| Action Item | Responsible Person | Due Date |
| [Action Item 1] | [Responsible Person] | [Due Date] |
| [Action Item 2] | [Responsible Person] | [Due Date] |

# 6. Open Discussion

Include any additional points of discussion or questions raised during the meeting.

# 7. Next Steps

Summarize any follow-up actions or items to be addressed in the next meeting.

# 8. Adjournment

The meeting was adjourned at [Insert Time] by [Facilitator’s Name].

# 9. Next Meeting

Date: [Next Meeting Date]

Time: [Next Meeting Time]

Location: [Next Meeting Location]