Meeting Notes

Duplicate for each meeting. Capture the discussion in your own words.

01 Meeting Details

MEETING OR PROJECT NAME

DATE AND TIME / TIME ZONE

HOST AND NOTE TAKER

LOCATION OR VIDEO LINK

ATTENDEES AND ROLES

02 Purpose and Agenda

DESIRED OUTCOME

AGENDA ITEMS AND TIME ALLOCATION

03 Discussion Notes

TOPIC / KEY POINTS / CONTEXT

TIP Capture the main ideas here; record final decisions on the next page.

Meeting Summary

Write a short recap to share with everyone who needs the outcome.

04 Decisions Made

DECISION	REASON OR CONTEXT	APPROVED BY

05 Open Questions and Blockers

QUESTION OR BLOCKER	WHO WILL RESOLVE IT	BY WHEN

06 Written Meeting Summary

MEETING PURPOSE AND MAIN OUTCOME

KEY POINTS DISCUSSED

DECISIONS AND NEXT STEPS TO COMMUNICATE

Follow Up Tasks

Give each next step one owner and a due date so it does not get lost.

07 Follow Up Task Tracker

TASK AND EXPECTED RESULT	OWNER	DUE DATE	STATUS

Suggested statuses: Not started / In progress / Waiting / Complete

08 Share the Summary

SUMMARY SENT TO

SENT ON / TIME ZONE

SHARED LINKS, FILES, OR RECORDING LOCATION

NEXT MEETING DATE AND OWNER OF SCHEDULING

09 Before You Close the Meeting

- [ ] Confirm decisions with the people involved
- [ ] Add tasks to your calendar or task tool and tell each owner
- [ ] Share relevant notes, links, and materials with attendees
- [ ] Schedule the next check-in, if needed