Meeting Minutes

[Organization or team name] · [Meeting name]

Date _____ **Time** [start]–[end]

Location _____ **Called by** _____

Facilitator _____ **Minutes taken by** _____

Present

Absent / apologies

1. Approval of previous minutes

Minutes of the [date] meeting were [approved as written / approved with corrections].

2. Agenda item: [Topic]

Presented by _____

Discussion _____

Decision _____

3. Agenda item: [Topic]

Presented by _____

Discussion _____

Decision _____

4. Agenda item: [Topic]

Presented by _____

Discussion _____

Decision _____

Action items

Action	Owner	Due date	Status

Next meeting

Date and time _____ **Location** _____

Meeting adjourned at [time]. Minutes submitted by [name] on [date].