# MEETING MINUTES TEMPLATE

**Minutes of Meeting**

**Meetings Name, Place, Date, and Time**

**Participants:** (Name of all those who attended the meeting)

**Absent:** (those who were invited but did not attend)

**Agenda:**

Item 1

Item 2

Item 3 ….

**Minutes:**

For each agenda item, write down all decisions that were made.

Write down all actions agreed on, including who is responsible for what and when.

*Example:*

***1) Agree on the color of the new company car***

***Decision:*** *Company car will be white.*

***Action: Peter*** *to contact car dealer with information on car color,* ***Deadline:*** *Tomorrow afternoon.*

**Date and place of next meeting** (if applicable)

**Minutes made by:** Name

**Any documentation** (e.g., presentations, reports, etc.)