

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.)