

Meeting Minutes

Record the meeting's discussion, actual decisions, assigned actions, and open follow-ups. Keep the record concise and confirm it with the group where appropriate.

Meeting Title _____ Date _____

Start and End _____ Location or Link _____

Facilitator _____ Note Taker _____

Present _____ Absent or Guests _____

Topics and Discussion

Topic	Discussion Summary	Decision or Follow Up

Decisions Made

Decision	Owner or Approver	Date

Meeting Minutes Continued

Action Items

Action	Owner	Due Date	Status

Open Issues and Follow Up

Name unresolved items and who will follow up.

Next Meeting Date _____ Key Next Topics _____

Other Notes

General working record only; adapt any formal governance requirements separately.