

# Simple Meeting Notes

A compact meeting record for discussion highlights, decisions, and action owners. Use the fuller minutes form when more detail is needed.

Meeting Title \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Note Taker \_\_\_\_\_

Attendees \_\_\_\_\_ Next Meeting \_\_\_\_\_

## Discussion Highlights

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## Decisions

| Decision | Owner or Approver |
|----------|-------------------|
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## Actions

| Action | Owner | Due Date |
|--------|-------|----------|
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|        |       |          |
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## Open Questions

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