Meeting Minutes Template

Meeting minutes are an important tool for organizations both for historical record-keeping and effective strategy. Despite the nomenclature, meeting minutes don't have anything to do with actual minutes — meeting minutes are just about documenting the key decisions that were made and what's to come next as a result.

For most meetings, there will be plenty of information covered, which is why having a structured meeting minute document can make all the difference.

What Should Your Meeting Minutes Include?

While there are no right and wrong ways to take meeting minutes, there is some key information that you should always record, including:

- **Time, date, and location of meeting**
- **Meeting attendees (both present and absent listed)**
- **Agenda items covered**
- **Decisions made during the meeting**
- **Status of open action items**
- **Action items to be completed before the next meeting**
- **Details on the next meeting (date and time)**

Make Things Easier

The good thing about meeting minutes is that they can be adjusted based on your needs and the type of meeting. For example, if you're just recording a meeting for historical record-keeping, but don't plan on setting new action items for your organization, you can easily remove that section.

Here are some customizable templates to help you take meeting minutes more effectively.

[Org Name] [Meeting Name] Minutes

Meeting date: [date]	Meeting time: [time]	Meeting location: [location]
Meeting called by: [name]	Facilitator: [name]	Note taker: [your name]

Present:	Absent:
[names]	[names]

Agenda Items

Topic	Time Allotted	Presenter	Discussion and Conclusion
[topic]	[time]	[names]	[comments]
[topic]	[time]	[names]	[comments]
[topic]	[time]	[names]	[comments]
[topic]	[time]	[names]	[comments]
[topic]	[time]	[names]	[comments]

Open Action Items

Task	Responsible Party	Deadline
[task]	[names]	[comments]
[task]	[names]	[comments]
[task]	[names]	[comments]
[task]	[names]	[comments]

New Action Items

Task	Responsible Party	Deadline
[task]	[names]	[comments]
[task]	[names]	[comments]
[task]	[names]	[comments]
[task]	[names]	[comments]

Adjournment

Meeting was adjourned at **[time]** by **[facilitator].**

The next meeting will be **[time]** on **[date]** at **[location].**

sidecar