Meeting minutes

Organisation / team	
Meeting	
Date	
Time	
Venue / link	
Chair	
Minutes taken by	
Present	
Absent	

Agenda

1.

2.

3.

Discussion

Decisions

Action items

#	Action	Owner	Deadline	Status
1				
2				
3				

4				
5				

Next meeting (date, time, venue)

Chair (signature & date)

Minutes taker (signature & date)

Free template from Doppio — record the meeting and get the decisions and action items written for you: heydoppio.com/meeting-minutes