Conversation minutes

Occasion of the conversation

Date	MM/DD/YYYY
Time	from … to …
Kind of conversation	in person, phone or video
Other party	name, role, company
On our side	names
Minutes by	name

1. What was discussed

Topic: what it was about

Discussed: two to four sentences

Agreed: one sentence, or: nothing agreed

Topic: what it was about

Discussed: two to four sentences

Agreed: one sentence, or: nothing agreed

Topic: what it was about

Discussed: two to four sentences

Agreed: one sentence, or: nothing agreed

2. Agreements

No.	Agreement	Who	By when
1			
2			
3			
4			

3. Next contact

Date MM/DD/YYYY Time hh:mm Place or link room or link

For us: _____ For the other party: _____