Meeting minutes

Meeting title

Date	MM/DD/YYYY
Time	from … to …
Place or link	room, address or meeting link
Chair	name
Minute taker	name
Attendees	names, separated by commas
Apologies	names, separated by commas
Distribution	who receives the minutes

1. Agenda

1. agenda item
2. agenda item
3. agenda item
4. agenda item
5. agenda item

Take the items from the invitation. What is not listed here was not discussed.

2. Topics discussed

Item no.**:** title of the item

What it was about: two to four sentences

Outcome: one sentence

Item no.**:** title of the item

What it was about: two to four sentences

Outcome: one sentence

Item no.**:** title of the item

What it was about: two to four sentences

Outcome: one sentence

3. Decisions

No.	Decision	Decided by	Date
1			
2			
3			

4. Tasks

No.	Task	Owner	Due	Status
1				open
2				open
3				open
4				open
5				open

5. Open points

No.	Open point	Who clarifies it	By when
1			
2			
3			

6. Next meeting

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

Minute taker: _____ Approved by the chair: _____