NOTE TAKING

Cornell Meeting Notes

[Meeting or lecture name]

MEETING DATE [Month day, year] · LENGTH Any length

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Topic	[Subject]	**Notetaker**	[Name]
Attendees	[Names]		

How to use this page

Take notes on the right during the meeting. Afterwards, write questions and keywords on the left, then a three-line summary at the bottom.

The Cornell method comes from Cornell University study skills. Reviewing the cues later is what makes it stick.

Notes

Cues and questions Fill in after the meeting	**Notes** Fill in during the meeting
[Write here]	[Write here]

Summary

In three lines What happened, what was decided, what is next
[Write here]

CONTINUED

Cornell Meeting Notes

NOTETAKER [Name]

Actions

Type	What was agreed	Owner	Due
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]