Meeting Minutes

[Organization or team name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Called by**	[Name]
Chair	[Name]	**Minute taker**	[Name]

Attendance

Present: [Names]. Absent: [Names]. Guests: [Names].

Agenda items

Item	Discussion	Decision
[Item]	[Main points.]	[Decision or "none"]
[Item]	[Main points.]	[Decision or "none"]
[Item]	[Main points.]	[Decision or "none"]

Action items

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Next meeting

[Date, time and place]. The meeting closed at [time].

Minutes prepared by: [Name]. Approved by: [Name] on [date].