Management Meeting Minutes

[Company name] [Team or division]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Chair	[Name]	**Minute taker**	[Name]

Attendance

Present: [Names]. Apologies: [Names].

Actions from the last meeting

Action	Owner	Status
[Action]	[Name]	[Done / In progress / Overdue]
[Action]	[Name]	[Done / In progress / Overdue]

Updates

Area	Presented by	Main points
[Finance]	[Name]	[Main points.]
[Sales]	[Name]	[Main points.]
[Operations]	[Name]	[Main points.]

Decisions

Decision	Decided by	Effective
[Decision]	[Name or group]	[Date]
[Decision]	[Name or group]	[Date]

Risks and issues

[Anything leadership needs to watch before the next meeting.]

New actions

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

Next meeting

[Date and time].