Meeting Memo

[Company name]

To	[Names]	**From**	[Name, title]
Meeting	[Name of meeting]	**Held on**	[Month day, year]

Why this memo

[One sentence: what the reader needs to know or do after this meeting.]

Decisions made

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

Main points

[Two or three sentences on the discussion behind the decisions.]

Actions

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

Still open

[Questions left unresolved, and who will answer them.]