Team Meeting Minutes

[Team name]

Draft: not final until approved

Date	[Month day, year]	**Facilitator**	[Name]
Attendees	[Names]	**Notes by**	[Name]

Follow-up from last time

[What was finished, and what is carried over.]

Team updates

Person	Done	Next
[Name]	[Update]	[Plan]
[Name]	[Update]	[Plan]
[Name]	[Update]	[Plan]

Topics discussed

[Topic]: [Main points and outcome.]

[Topic]: [Main points and outcome.]

Decisions

[Each decision on its own line.]

Action items

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