Meeting Agenda and Meeting Notes Template

A two-part template for planning meetings with a clear purpose and capturing decisions and action items afterwards.

Meeting agenda

Meeting title: _____

Date and time: _____

Location / link: _____

Facilitator: _____

Note-taker: _____

Purpose (decision or outcome needed): _____

Preparation / pre-reads: _____

#	Agenda item (as a question)	Owner	Minutes
1			
2			
3			
4	Actions and next steps		

Meeting notes

Attendees: _____

Absent: _____

Decisions

- ☐ _____
- ☐ _____
- ☐ _____

Actions

Owner	Task	Deadline

Open questions

- ☐ _____
- ☐ _____

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