

Meeting minutes

Organisation: _____

Committee or team: _____

Date: _____

Time — from / to: _____

Location or link: _____

Chair: _____

Minute taker: _____

Attendance

Name	Role	Present / Absent / Apologies

Agenda

#	Item	Presented by	Time allotted

Discussion

Item	Summary of discussion
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Decisions

Write each decision as a complete sentence that will still be understood a year from now without explanation: what was decided, for whom, and effective from when.

#	Decision	Basis	Effective from

Action items

One named owner per item — not a department and not a team. An item nobody owns does not get done.

#	Item	Owner	Due	Status

Next meeting

Date and time: _____

Main agenda items: _____

Approval

Name	Role	Signature	Date