

MEETING MINUTES

[Company / Organisation Name] • [Team or Committee]

Meeting	[Monthly team meeting]	Date	[DD/MM/YYYY]
Time	[10:00 - 11:00]	Location	[Room / video link]
Chaired by	[Name]	Minutes by	[Name]

ATTENDEES

Present: [Name, Name, Name, Name]

Apologies (absent): [Name]

Guests: [Name, Organisation]

AGENDA

1. Review of action items from the last meeting
2. [Agenda item, e.g. Q4 sales targets]
3. [Agenda item, e.g. new hiring plan]
4. Any other business

DISCUSSION AND DECISIONS

Agenda item	Key points discussed	Decision
1. Last actions	[Status of each action from the last meeting]	[e.g. 3 closed, 1 carried forward]
2. [Item]	[Main points, options considered, who said what if it matters]	[What was agreed]
3. [Item]	[Main points]	[What was agreed, or "deferred to next meeting"]
4. AOB	[Other matters raised]	[Outcome]

ACTION ITEMS

Action	Owner	Due date	Status
[Specific task, e.g. send revised targets to the team]	[Name]	[DD/MM/YYYY]	[Open]
[Specific task]	[Name]	[DD/MM/YYYY]	[Open]
[Specific task]	[Name]	[DD/MM/YYYY]	[Open]

NEXT MEETING

Date and time: [DD/MM/YYYY, 10:00] • Location: [Room / video link]

Minutes approved by (chair): _____ Date: _____