

Meeting Minutes Template

Build this from the agenda before the meeting starts, with every expected attendee pre-listed. Summarize, do not transcribe: record motions, decisions, and action items, and leave out personal opinion and lengthy discussion.

Meeting details

Organization name: _____

Date: _____

Time: _____

Location: _____

Attendance

Present: _____

Absent: _____

Guests: _____

Call to order

Called to order at (time): _____

Called to order by: _____

Approval of previous minutes

Motions and resolutions

Motion	Moved by	Seconded by	Vote outcome

Discussion summaries and decisions

Key points and questions raised, and the decisions made. Keep it short: most meetings can be summed up in under 10 action points.

Action items

Action item	Assignee	Deadline

Adjournment

Meeting adjourned at (time): _____

Approval and signatures

Submitted by (secretary): _____

Date submitted: _____

Approved by (chair): _____

Date approved: _____

Draft the summary layer by voice: a two minute debrief right after the meeting, structured by InstantOwl. instantowl.com