

# Meeting Notes Template

Prefill the topic rows before the meeting starts, so during the call you are only reacting, not typing from a blank page. You are not a court reporter: capture decisions, actions, and key points, not every word said.

Meeting: \_\_\_\_\_

Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

## 1. Agenda table (prefill topics before the call)

| Topic                         | Notes | Links or files | Action items |
|-------------------------------|-------|----------------|--------------|
| Follow-ups from last meeting  |       |                |              |
| Agenda topic 1                |       |                |              |
| Agenda topic 2                |       |                |              |
| Agenda topic 3                |       |                |              |
| Parking lot (off-topic items) |       |                |              |

## 2. Action items (get the owner and due date assigned on the call)

If an action comes up without an owner or due date, get that assigned on the call. No one will ever take that hot potato after, and action items without a name attached quietly die the moment the meeting ends.

| Action item | Owner | Due date |
|-------------|-------|----------|
|             |       |          |
|             |       |          |
|             |       |          |

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|--|--|--|
|  |  |  |
|  |  |  |

### 3. Cleanup pass: what to keep

One pass after the meeting. When you edit the raw notes down, keep an item only if it is one of these:

- ☐ Decisions and action items
- ☐ Disagreements or debates
- ☐ Surprising information
- ☐ Topics that got delayed or left unresolved
- ☐ Emotionally charged statements

Skip the cleanup pass: talk a two minute debrief after the meeting and InstantOwl turns it into organized notes. [instantowl.com](https://instantowl.com)