










 Date

Meeting name

Attendees  Person  Person

Attachments  File


Agenda

Topic	Time	File	Team member
Topic 1	5 min	 File	 Person
Topic 2	10 min	 File	 Person
Topic 3	10 min	 File	 Person

Summary or key decisions

- Summarize the most important meeting outcomes
- Align as a group on the takeaway

Action items

- List out the action items
- Assign the action item  Person
- Align on deadlines for each

Details

Raw notes

- Capture detailed discussions and decisions
- Organize meeting notes by topic to make the notes easier to reference
- Use a bulleted list to take detailed minutes of the conversation

Ideas for later

- Use this area to add an idea, topic, or question for future consideration