

**Meeting Minutes Template**

**Add Logo**



[Add company Name]

[Address]

[Email]

[Phone Number]

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | | |  | | |  |
| **Meeting Details** | | | | | | | | | | |
|  | | | | | | | | | | |
| Meeting Called By | | |  | | | Meeting Date | | |  | |
| Type of Meeting | | |  | | | Meeting Start Time | | |  | |
| Facilitator | | |  | | | Meeting End Time | | |  | |
| Notes Taker | | |  | | | Location | | |  | |
| Time Keeper | | |  | | | Number of Attendees | | |  | |
|  |  | | | | | |  | | |  |
| **Meeting Objective** | | | | | | | | | | |
|  | | | | | | | | | | |
| Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. | | | | | | | | | | |
|  |  | | | | | |  | | |  |
| **Attendees** | |  | | |  | | |  | | |
|  | |  | | |  | | |  | | |
| Name | | Department | | | Email | | | Phone Number | | |
|  | |  | | |  | | |  | | |
|  | |  | | |  | | |  | | |
|  | |  | | |  | | |  | | |
|  | |  | | |  | | |  | | |
|  |  | | |  | | |  | | |  |
| **Agenda and Notes** | | | | | | | | | | |
|  |  | | | | | |  | | | |
| Topic | Owner | | | | | | Time | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  | | | | | | | | | | |
| **Actions** | | | | | | | | | | |
|  |  | | |  | | |  | | |  |
| Action | Action to be taken by | | | | | | Date to be actioned by | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |
|  |  | | | | | |  | | | |