

MINUTES OF MEETING - TEMPLATE

Meeting Title:

(e.g., Quarterly Sales Review, Project Kick-off Meeting, etc.)

Date:

(DD/MM/YYYY)

Time:

(Start Time - End Time)

Location:

(e.g., Conference Room A, Virtual via Zoom, etc.)

Present:

(List of Attendees with their titles or departments)

Absent:

(List of Invitees who did not attend with reasons if provided)

Agenda Item 1:

(e.g., Review of Q1 Sales)

Discussion:

- Summary of points discussed.
- Key observations and insights.

Decisions Made:

- Actionable decisions that were agreed upon.

Action Items:

- Who: [Assigned Person]
- Task: [Description of the task]
 - Deadline: [Due Date]

Agenda Item 2:

(Continue in a similar manner for each agenda item)

Other Business:

(Any items discussed that weren't on the original agenda)

Next Meeting:

- Proposed Date: (DD/MM/YYYY)
- Proposed Time: (HH:MM AM/PM)
- Proposed Location: (Specify if known or TBC - To Be Confirmed)

Meeting Adjourned:

(Time the meeting ended)

Minutes Prepared by:

[Your Name]

Attachments:

(List any documents, slides, or supplementary materials referenced during the meeting)

NOTE: This template is versatile enough to be used for various types of meetings. It's crucial to customise appropriately for your specific meetings. Also, remember to distribute the minutes promptly after the meeting to ensure that all participants are on the same page and have a clear understanding of what was discussed and decided.