General Meeting Minutes

Fill in each section during or right after the meeting.

Meeting: _____

Date: _____

Attendees: _____

1. Meeting Details

Date, time, location (or video link), meeting type, attendees, apologies, and recording link.

2. Agenda Items

Numbered list of topics discussed, in order, with the lead presenter for each.

3. Key Decisions

Each decision recorded as a one-sentence statement attributed to the group or owner.

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4. Action Items

Task, owner, and due date for everything that needs to happen after the meeting.

5. Open Questions

Anything left unresolved that needs a follow-up conversation or external input.

6. Next Meeting

Date, time, and short agenda preview for the next session.