Meeting Minutes Form

Instructions

*When you lead a meeting, assign a scribe to take minutes. Use this form to keep track of the issues discussed, decisions made, and action items created during the meeting. After the meeting, use the information to follow up, identify next steps, and communicate them to all meeting participants and any other stakeholders interested in the meeting results.*

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| **MEETING TOPIC:** | | |
| **ATTENDEES:** | | |
| **PURPOSE:** | | |
| **OBJECTIVES:** | | |
| **AGENDA ITEM #1:** | | |
| OPTIONS/POINTS RAISED: | | |
| DECISION OR RECOMMENDATIONS: | | |
| **AGENDA ITEM #2:** | | |
| OPTIONS/POINTS RAISED: | | |
| DECISION OR RECOMMENDATIONS: | | |
| **AGENDA ITEM #3:** | | |
| OPTIONS/POINTS RAISED: | | |
| DECISION OR RECOMMENDATIONS: | | |
| **ACTION ITEMS** | | |
| TASKS TO BE DONE | PERSON RESPONSIBLE | DUE DATE |
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