

Meeting Minutes Sheet

Take minutes that stay useful, by giving most of the page to the two things anyone actually reads them for later: what was decided and who agreed to do what.

Minutes for one meeting: who was there, what was decided, and who agreed to do what by when.

DECISIONS AND ACTIONS, NOT A TRANSCRIPT

Minutes are a record of decisions and actions, not a transcript. The layout below gives most of the page to those two things because they are what anyone reads the minutes for six months later.

Group or committee	Meeting	Date	Start	Finish
Place or link	Chair	Minutes taken by		

PRESENT AND APOLOGIES

Present	Apologies	In attendance

ITEMS one row per agenda item — the discussion in brief, then what was decided

No.	Item	Discussion in brief	Decision

ACTIONS every one of these needs a name and a date against it

No.	Action agreed	Owner	By when	Done

Date of next meeting

Place

Minutes approved on