

# 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 |
|-----|---------------|-------|---------|------|
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|     |               |       |         |      |

Date of next meeting

Place

Minutes approved on