SIMPLY RESOURCEFUL / FREE PRINTABLE

Meeting Minutes

Meeting / date: _____ Facilitator: _____

Attendees	Decisions	Open actions
_____	_____	_____

01 / Main record

Agenda topic	Discussion / decision	Owner

02 / Follow-up and planning

Action item	Owner	Due date	Status	Notes

03 / Review

Next meeting _____

Items to revisit _____