

## Meeting Notes Template

### Purpose

This template may be used to take meeting minutes and capture action items that are to be completed from your meetings.


### Outcomes

Complete this worksheet at meetings to:

- document discussions and agreements;
- write down action items;
- identify who is responsible for completing action items; and
- record the due date of action items.

### Instructions

Use this template during your meetings to record meeting information. Be sure to include the date and subject in your meeting in the file name for future reference.

A photograph of a meeting in progress. Several people are seated around a table, looking at documents. The room has a white wall with framed pictures and a window with blinds. A quote is overlaid on the left side of the image.

“For it is not light that is needed, but fire; it is not the gentle shower, but thunder. We need the storm, the whirlwind, and the earthquake.”

Frederick Douglass, abolitionist leader



## ACTIVITY: Meeting Notes

Timekeeper:	Insert your team name here:
Recorder:	
Facilitators:	Insert date of meeting here:

MEETING NOTES			
Topic	Discussion and Agreements	Action Item	Responsible Person and Deadline