

FORMATS FOR MINUTES TAKING

Format 1

Purpose of the Meeting with time and date :

Chair :

Attendance : 1.

2.

3.

Agenda 1

Background

Discussion

Conclusion/Resolution/Recommendation/Decision

Action – Responsible person

Agenda 2

Background

Discussion

Conclusion/Resolution/Recommendation/Decision

Action – Responsible person

Agenda 3

.....

Closing time :

Format No.2

Name of Organization:

Purpose of Meeting:

Date/ Time :

Chair :

Members Present:

Agenda /Topic	Discussion	Action	Person Responsible

Closing Time:

Format No.3

Meeting Title

MINUTES

[MEETING DATE]

[MEETING TIME]

[MEETING LOCATION]

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	
TIME KEEPER	
ATTNDEES	

Agenda topics

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITMES	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITMES	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		

Format No. 4

MINUTES OF THE.....					
Objective :					
Date:			Location:		
Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
Attended By :					
Agenda of the Meeting					
1					

Handouts/Documentation Shared	
1	
2	
3	

Discussed Items - The important discussion points during the course of the presentation have been mentioned below:

1.	
2.	
3.	
3(a)	
3 (b)	
3 (c)	
3(d)	
4	
5	
6	
7	
8	
9	
10	

Action Items		Owner	Due Date	Requirement
1.				
2.				
3.				
4.				
5.				