

Example Meeting Minutes Format

Board Logo

Meeting Name

Meeting Date

Meeting Time

Meeting Location

ATTENDEES

<name, organization>

<name, organization>

<name, organization>

<name, organization>

ACTION ITEMS AND NEXT STEPS

Action Items and Next Steps	Responsible Party	Date to be Complete

DISCUSSION ITEMS

Issue	
Discussion:	
Discussion:	
Decision:	

Issue	
Discussion:	
Discussion:	
Decision:	

Issue	
Discussion:	
Discussion:	
Decision:	

Issue	
Discussion:	
Discussion:	
Decision:	

Issue	
Discussion:	
Discussion:	
Decision:	