Meeting minutes

[Team, club or project name]

Date: [Date]
Time: [Start] – [End]
Place or link: [Room / video link]
Chair: [Name]
Minute-taker: [Name]

ATTENDEES

Present: [Names]
Apologies: [Names]

AGENDA

- 1. [Item]
- 2. [Item]
- 3. [Item]

DISCUSSION AND DECISIONS

1. [Agenda item]
[Short summary of the discussion.]
Decision: [What was decided]

2. [Agenda item]
[Short summary of the discussion.]
Decision: [What was decided]

3. [Agenda item]
[Short summary of the discussion.]
Decision: [What was decided]

ACTION ITEMS

Action	Owner	Due date
[What will be done]	[Name]	[Date]

NEXT MEETING

[Date, time and place]