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| **Meeting Record Form** | **LOGO or [COMPANY NAME]** |

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| Things to Discuss:   1. Continue writing here... | Date: |
| Presenter: | |
| What did we discuss? | |
|  | |
| What did we decide? | |
|  | |
| Who will do what for the next meeting? | |
|  | |
| What will we discuss at the next meeting? | |
|  | |
| Date of next meeting: | |
| Other matters? | |

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