**Meeting Minutes Form**

**Company Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | **Meeting Title:** |  |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Type:** | ☐ Regular ☐ Emergency ☐ Special |

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Present (✔)** | **Absent (✔)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Agenda Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda No.** | **Agenda Topic** | **Presenter** | **Time Allocated** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**3. Discussion Summary**

(Briefly write what was discussed under each agenda item.)

|  |
| --- |
|  |
|  |

1. **Decisions Made**

|  |  |
| --- | --- |
| **Agenda No.** | **Decision / Outcome** |
|  |  |
|  |  |
|  |  |

1. **Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Description** | **Assigned To** | **Deadline** | **Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  |  |  |

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role:** |  | **Date:** |  |

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role:** |  | **Date:** |  |