

# Meeting minutes

Meeting: .....

Date: .....

Time (from – to): .....

Location / call link: .....

Minuted by: .....

## Attendees

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Present: .....

Apologies: .....

## Agenda

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The items that were meant to be covered. Number them — the numbers get referenced later.

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## Discussion and conclusions per item

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One to three sentences per agenda item. Not a transcript, but what you agreed on.

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## Decisions

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What was decided and who decided it. This is the section people come back to.

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## Action items

| What | Who | By when | Status |
|------|-----|---------|--------|
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|      |     |         |        |

## Next meeting

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**Date and time:** .....

**Main topic:** .....

## How to write minutes somebody will actually read

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1. Write during the meeting, not after it. Minutes written the next day are half reconstruction.
2. Every action needs a name and a date. An action without an owner does not happen; one without a date does not happen this month.
3. "We discussed the budget" is not a conclusion. The conclusion is what you agreed, or that you did not agree and who will settle it.
4. Send them within 24 hours. After a week nobody remembers whether it went the way it is written.
5. Carry unfinished items straight into the next agenda, not from memory.