

# A Sample Form for Taking Minutes

**Meeting dates:** \_\_\_\_\_

**People in attendance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting started at:** (List the exact time the meeting started.) \_\_\_\_\_

**Meeting ended at:** (List the exact time the meeting ended.) \_\_\_\_\_

**Agenda items:** (For each agenda item, record the following information: what was discussed, any additional information that was needed, and decisions that were made. Indicate who will do what and when. You do not need to indicate in detail everything that is said, but you do need to give the major points that were discussed, for the benefit of those not present as well as for the group's memory.)

**Agenda item 1:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agenda item 2:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agenda item 3:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agenda item 4:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Decisions made:**

	<b>What is the decision?</b>	<b>Who is responsible for acting on it?</b>	<b>What is the deadline for its completion?</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

**Future steps:** (List any items that did not get covered on the agenda, any next steps that should be taken, and suggestions for future meetings.)

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**Next meeting:** (List when, where, and who.) \_\_\_\_\_

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