

Meeting minutes template

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MEETING MINUTES

Organisation: [Full legal or team name]
Meeting: [Board meeting / Operations committee / Weekly project standup]
Date: [Tuesday 3 March 2026]
Time: [09:30] to [10:20] [time zone, if anyone joins from elsewhere]
Location: [Room and address, or the call platform, or both]
Chair: [Name, role]
Minute-taker: [Name, role]
Quorum: [Met / not met. Delete this line if your group has no quorum rule]
Circulated to: [Names or a group, plus the date you sent it]
Status: [Draft, pending approval] / [Approved on DATE]

ATTENDANCE

Present: [Name, role. Add "remote" if they joined by call]
Apologies: [Names who told you in advance they could not come]
Absent: [Names who were expected and did not appear]
In attendance: [Guests and advisers who were there but do not vote]

CALL TO ORDER

[Chair name] opened the meeting at [09:30] and confirmed a quorum was present.

APPROVAL OF THE PREVIOUS MINUTES

The minutes of the meeting held on [3 February 2026] were circulated in advance.
[Approved as circulated by unanimous consent] / [Approved with the following correction: ...]

MATTERS ARISING

[Action from last time] - owner [name] - [complete / carried forward to DATE / dropped, with the reason]
[Action from last time] - owner [name] - [complete / carried forward to DATE / dropped, with the reason]

AGENDA ITEM 1: [Title]

Discussion: [Two to five sentences on what was raised, the main options, and the numbers or facts that mattered. Not who said what, unless a person's position needs to be on the record.]
Decision: [One sentence, plain past tense, stating exactly what was agreed, including any amount, date or limit.]
Owner: [Name] By: [Date]

AGENDA ITEM 2: [Title]

Discussion: [...]
Decision: [...]
Owner: [Name] By: [Date]

AGENDA ITEM 3: [Title]

Discussion: [...]
Decision: [...]
Owner: [Name] By: [Date]

ACTION ITEMS

#	Action	Owner	Due date	Status
1	[What has to be done, starting with a verb]	[One name]	[Date]	[Open]
2	[Second action]	[Name]	[Date]	[Open]
3	[Carried over from the previous meeting]	[Name]	[Date]	[Carried forward]

ANY OTHER BUSINESS

[Items raised that were not on the agenda. If an item needs a real discussion, note it and put it on the next agenda rather than deciding it here.]

NEXT MEETING

[Tuesday 7 April 2026] at [09:30] in [Meeting Room 2].
Agenda items to [minute-taker name] by [1 April].

ADJOURNMENT

There being no further business, [chair name] closed the meeting at [10:20].

SIGNATURE

Minutes taken and signed by [name], [role].
Approved by the [committee] on [date].

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