

Meeting notes template

Template from Noter AI — <https://www.noterai.net/templates/meeting-notes-template>

MEETING NOTES

Meeting: [Name]

Date: [Date] Time: [Start] to [End]

Purpose, in one line: [Why this meeting exists. If you cannot write it, ask whether it should happen.]

WHO WAS THERE

Name	Role	There?
[Name]	[Role or team]	Yes
[Name]	[Role or team]	Yes, remote
[Name]	[Role or team]	No, sent comments by email

AGENDA

1. [Item]
2. [Item]
3. [Item]

NOTES BY ITEM

[Item 1]

- [What was raised. Short lines, not full sentences.]
- [The numbers or facts that mattered.]
- [?? = something you missed and need to check.]

[Item 2]

- [...]

DECIDED TODAY

- [The thing that is now settled, written so someone who was not there understands it.]
- [Include the amount, the date or the limit if there is one.]

ACTIONS

Action	Owner	Due	Done when
[Verb first: "Send the Q2 forecast"]	[One name]	[Real date]	[What proves it is finished]
[Action]	[Name]	[Date]	[...]

OPEN QUESTIONS

- [What is still unresolved, and who can answer it]

WHAT I STILL DO NOT UNDERSTAND

- [The honest list, to bring to the next one]

NEXT MEETING

[Date and time], and the one thing that must be ready by then: [...]

Written up automatically from a recording with Noter AI — <https://www.noterai.net>