Worked example - a fictional meeting. Replace every detail with your own.

Meeting notes

Weekly team catch-up

Meeting	Weekly team catch-up	**Date**	16/11/2026
Time	10:00 - 10:45	**Location**	Meeting room 2
Notes taken by	Sam Taylor	**Chair**	Alex Morgan

Attendees Alex Morgan, Sam Taylor, Jo Example, Priya Sample

Apologies Chris Placeholder

Purpose of the meeting

Review progress on the autumn website update and agree what needs to happen before the launch date.

Key points and decisions

1. Website content is 80% complete. Remaining pages are the FAQ and the contact page.
2. Photography is booked for 20/11. Priya will confirm the shot list by Wednesday.
3. Decision: launch moves from 27/11 to 4/12 so there is time for a full read-through.
4. Feedback form to be added to the contact page. Jo to check the options.
5. Next month's newsletter will mention the launch date once it is confirmed.

Actions

Action	Who	Due	Done
Confirm photography shot list	Priya	18/11/2026	
Write FAQ page draft	Sam	25/11/2026	
Check feedback form options	Jo	23/11/2026	

Next meeting Monday 23 November 2026, 10:00, meeting room 2

How to use this template

Meeting notes keep a short, shared record of what was discussed and who is doing what. One page is usually enough.

1. **Fill in the header before the meeting.** Add the date, time, location and the names of the people invited.
2. **Note the purpose.** One or two lines on why you are meeting keeps the discussion on track.
3. **Write decisions, not a transcript.** Capture the points that matter and any decision that was made.
4. **List every action with a name and a date.** An action with no owner or date rarely gets done.
5. **Share the notes the same day.** Send them to everyone who attended, and to anyone who sent apologies.