

Meeting minutes

Capture decisions and next steps, not every word. Replace bracketed fields and remove unused rows before sharing.

Club and meeting [group name, date, time and place]

Facilitator and note taker [names]

Attending and apologies [names]

Decisions made

Topic	Decision and short reason	How agreed
[Topic]	[What was agreed and why]	[Vote, consensus, or other]
[Topic]	[What was agreed and why]	[How agreed]

Actions before next time

Action	Owner	Due date	Support or link
[Specific task]	[One person]	[Date]	[What they need]
[Specific task]	[One person]	[Date]	[What they need]
[Specific task]	[One person]	[Date]	[What they need]

Important notes and open questions

[Record only the context someone absent needs. Note what is still undecided and who will follow up.]

Next meeting

When and where [date, time, time zone and room or link]

Bring back [unfinished topics or updates needed]

Before sharing Check names, decisions, owners and dates with the group. Keep private personal details out of shared notes.