**Chameleon Meeting Minutes Template**

This document is intended to help track the outcomes of a meeting and the items discussed.  
Fill in the fields as specified & send the document to the attendees following the meeting to ensure all parties have a reference for any action items that need to be completed

The file name should be structured as ‘Team\_yy-mm-dd'. This should help to organise the documents by Team and then date [oldest to newest] and make it easier to find minutes for specific meetings.

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| --- | --- |
| **Project** |  |
| **Team** |  |
| **Date / week** | dd-mm-yy / Week # x |
| **Time** | Hh:mm |
| **Facilitator** |  |
| **Minutes by** |  |

|  |  |
| --- | --- |
| **Attendees** | * . * . * . * . * . |

|  |  |
| --- | --- |
| **Apologies** | * . * . * . |

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| **Agenda [dot points in order of discussion]** |
| * . * . * . |

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| **Discussion & any decisions made [what, why & impacts]** |
| <Note down in dot points as meeting progresses, can help to copy and paste the list of agenda items as subheadings to help structure the discussion/notes> |

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| --- | --- | --- |
| **Action items [insert additional rows if needed]** | **Responsible** | **Due date** |
|  |  |  |
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| **Other / items not discussed** |
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