Date: DD.MM.YYYY - hh:mm

SPRINT X - MEETING X

ATTENDEES

Lastname, Firtstname

(Minute taker) Lastname, Firtstname

Lastname, Firtstname

Lastname, Firtstname

Lastname, Firtstname

ABSENT

Lastname, Firtstname

MINUTESA long, thin rectangle to divide sections of the document

AGENDA

...

# ANNOUNCEMENTS

...

# COMPLETED TASKS

...

# NOTES

...

# NEXT MEETING

**Weekday, Date, Time**  
**-> Location**

NEXT MEETING’S AGENDA

...