

[Meeting name] meeting minutes

Location: [Address or room number]

Date: [Date]

Time: [Time]

Attendees: [List attendees]

Agenda items

1. It's easy to make this template your own. To replace placeholder text, just select it and start typing. Don't include space to the right or left of the characters in your selection.
2. Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group. For example, this text uses the List Number style.
3. To add a new row at the end of the action items table, just click into the last cell in the last row and then press Tab.
4. To add a new row or column anywhere in a table, click in an adjacent row or column to the one you need and then, on the Table Tools Layout tab of the ribbon, click an Insert option.
5. [Agenda item]
6. [Agenda item]

Action items

Owner(s)

Deadline

Status

[Action item]

[Name(s)]

[Date]

[Status, such as In Progress or Complete]