*[Please remove all red instructions in this document when your group uses this template]*

Time: *[the time the meeting happens, for example: Mar. 25, 2025, the 1st meeting]*

Venue: *[the place/zoom link the meeting happens]*

Meeting Minute Taker: *[the person who records this meeting minutes, for example: Mickey Mouse]*

Attendances: *[the names of all people who attend the meeting]*

Apologies: *[the name of the people who do NOT attend the meeting]*

Main Contents

*[What we have discussed during the meeting with client, an example could be found as follows.]*

* Winnie Bear presented …
* Doraemon asked …

Key Takeaways

*[Key points we can take/learn/conclude from the meeting, an example could be found as follows.]*

* Use xx method to ...
* Xxx needs to be updated.
* Xxx would be a tool to help ...

What’s Next

*[Actions for the coming weeks, an example could be found as follows.]*

* The team will finish XXX part in week X
* Mickey will finish xxx part in the next week.
* Arrange an ad-hoc meeting with ...