Use the below two templates to record minutes of meetings MOM

**Template1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Minutes of meetings log between team members** | | | | | |
| **Meeting #** | **Date**  dd/mm/yyyy | **Duration**  minutes | **Names of attendees** | **Type**  (in person, over the phone, over the internet) | **Key actions agreed upon** |
| **1** |  |  | 1. |  | 1. |
| 2. |  | 2. |
| 3. |  | 3. |
| 4. |  | 4. |
| 5. |  | 5. |
| **2** |  |  | 1. |  | 1. |
| 2. |  | 2. |
| 3. |  | 3. |
| 4. |  | 4. |
| 5. |  | 5. |
| **3** |  |  | 1. |  | 1. |
| 2. |  | 2. |
| 3. |  | 3. |
| 4. |  | 4. |
| 5. |  | 5. |
| **4** |  |  | 1. |  | 1. |
| 2. |  | 2. |
| 3. |  | 3. |
| 4. |  | 4. |
| 5. |  | 5. |

**Template 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Minutes of meetings with customer** | | | |
| **Date:** |  | **Start time:** |  |
| **Duration:** |  |  |  |
|  |  |  |  |
| **Attendees:** |  | | |
| **Name** | **Position** | **Name** | **Position** |
| 1. |  | 4. |  |
| 2. |  | 5. |  |
| 3. |  | 6. |  |
|  | | | |
| **Key Points agreed** | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| **Key point to be followed up upon** | | | **Assigned to:** |
| 1. | | |  |
| 2. | | |  |
| 3. | | |  |
| 4. | | |  |
| 5. | | |  |
| 6. | | |  |
| 7. | | |  |