

Meeting notes

Write decisions as decisions. Give every action an owner and a date. Keep open questions separate.

Meeting	Date
Attendees	Note-taker
Purpose (one line: what should be true when this meeting ends?)	

DECISIONS what was agreed, in one line each

ACTIONS no owner, no action		
What	Owner	By when

OPEN QUESTIONS and who will find the answer

KEY CONTEXT only what someone who missed it needs

NEXT MEETING
