

Meeting Summary Template

A clear summary keeps everyone aligned on decisions, actions, and next steps. Use this one-page template to capture what matters most after each meeting. Keep it short, factual, and action-focused.

1. Meeting Details

Meeting Title

Date:

Time

Duration:

Location / Link:

Chair / Facilitator

Note-taker:

Attendees:

Apologies:

2. Purpose of Meeting

Primary Objective:

Desired Outcome:

3. Key Discussion Points

Topic Summary of Discussion Key Decisions

1.

2.

3.

Tip: Keep summaries brief and factual. Avoid repeating full conversations. Capture the essence of what was discussed and why decisions were made.

4. Agreed Actions

Action Owner Due Date Status

- 1.
- 2.
- 3.

Tip: Each action should have one owner and a clear deadline. Vague ownership leads to missed results.

5. Outstanding Issues or Risks

Issue / Risk Impact Next Step / Owner

- 1.
- 2.
- 3.

Tip: Track unresolved items separately so they do not get lost. Revisit them in future meetings until fully resolved.

6. Key Decisions

- ☐ Major decisions recorded and confirmed with participants.
 - ☐ Decisions communicated to relevant stakeholders.
 - ☐ Any follow-up approvals or sign-offs noted.
 - ☐ Dependencies identified and scheduled for review.
-

7. Next Meeting

Date / Time:

Purpose:

Expected Outcomes:

Tip: Always confirm whether another meeting is necessary. If the work can progress without one, replace it with a quick update instead.

8. Distribution

- ☐ Summary sent to all attendees within 24 hours.
 - ☐ Shared with non-attendees who need visibility.
 - ☐ Stored in the shared drive or project workspace for reference.
-

How to Use This Template

Complete this immediately after every meeting. Keep it to one page for simplicity and impact. Regular use of this format helps maintain clarity, accountability, and trust across all teams.

Notes