# Meeting minutes

## Basic information

|  |  |
| --- | --- |
| **Subject of the meeting** | <Describe subject of the meeting> |
| **Date and time** | <fill date and time> |
| **Location** | <fill location of the meeting> |
| **Recorded by** | <Name> |
| **Record saved at** | <storage location or url> |

## Participants

|  |  |  |
| --- | --- | --- |
| **PARTICIPANT** | **EXCUSED** | **UNEXCUSED** |
| 1. <name> |  |  |
| 1. <name> |  |  |
| 1. <name> |  |  |
| 1. <name> |  |  |

## Agenda

|  |  |  |
| --- | --- | --- |
| **ID** | **TOPIC** | **TIME  (length/from-to)** |
| 1 | <fill> | <fill> |
| 2 | <fill> | <fill> |
| 3 | <fill> | <fill> |
| 4 | <fill> | <fill> |
| 5 | <fill> | <fill> |
| 6 | <fill> | <fill> |

## Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **MINUTES** | **TYPE** | **WHO / DEADLINE** |
| 1 | <fill> | <fill> | <fill> |
| 2 | <fill> | <fill> | <fill> |
| 3 | <fill> | <fill> | <fill> |
| 4 | <fill> | <fill> | <fill> |
| 5 | <fill> | <fill> | <fill> |
| 6 | <fill> | <fill> | <fill> |

**Note:** You can classify th information like **I** (Information), **D** (Decision),   
**T** (Task), **?** (Open Issue),

## Task list (including tasks from previous meeting)

<Use this section only if you record tasks separately – not as the minute>

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **TASK NAME** | **STATUS** | **RESPONSIBLE / DEADLINE** |
| 1 | <fill> | <fill> | <fill> / <fill> |
| 2 | <fill> | <fill> | <fill> / <fill> |
| 3 | <fill> | <fill> | <fill> / <fill> |
| 4 | <fill> | <fill> | <fill> / <fill> |
| 5 | <fill> | <fill> | <fill> / <fill> |
| 6 | <fill> | <fill> | <fill> / <fill> |

**Note:** task status: **New**; **In progress**; **On-hold**; **Pending** (on someone else); **Done**; **Canceled**

## Signature table (optional)

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| Signature | Signature |
| <name> | <name> |