[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Meeting Notes

[Organisation name] - **Board meeting** · **[Meeting date]** · **[Meeting time]** · **[Location]**

Chair: **[Chair name]** · Minute-taker: **[Minute-taker name]**

Present: **[Attendee names]** · Apologies: **[Names and reasons]** · Quorum required: **[Quorum requirement]**, met: **[Yes / No]**

Decisions

Decision	Outcome

Actions

Action	Owner	Due

*Next meeting: **[Meeting date]***

Check before sharing: quorum recorded · every decision noted · every action has an owner and a due date.