

Formal Meeting Minutes Log Form

Date of Meeting: _____

Time: _____ Location: _____

Meeting Facilitator: _____

Minute Taker: _____

Attendees:

- _____
- _____
- _____

Agenda Items

Item No.	Agenda Topic	Presenter	Discussion Summary	Decisions & Action Items	Responsible Person	Due Date
1						
2						

Other Notes

Next Meeting Date & Time: _____

Next Meeting Location: _____

This formal meeting minutes log form is intended for professional documentation. Please customize fields as necessary to fit your organization's requirements.