Meeting Minutes Log Form

This **sample meeting minutes log form** efficiently captures all essential discussion points and decisions made during meetings. It includes a dedicated attendance section to record participant names and roles, ensuring accurate tracking of attendees. Designed for clarity and organization, this form streamlines documentation and follow-up processes.

Meeting Information

Date		**Time**	
Location			
Meeting Purpose/Agenda			
Facilitator		**Minute Taker**	

Attendance

#	Name	Role	Present	Signature (if required)
1			☐	
2			☐	
3			☐	

Discussion Points & Decisions

Agenda Item / Topic	Discussion Summary	Decisions / Actions	Responsible	Deadline

Next Meeting Details

Date: _____ Time: _____ Location:
_____

Additional Notes