

Weekly Meeting Log Form

The **weekly meeting log form** sample template is designed to help teams efficiently document discussions, decisions, and action items. It provides a structured layout to track meeting agendas, attendees, and follow-ups, ensuring clear communication. Using this template promotes organization and accountability across weekly meetings.

Meeting Details

Date	<input type="text"/>	Time	<input type="text"/>
Facilitator	<input type="text"/>		
Location / Platform	e.g., Conference Room, Zoom		

Attendees

Name	Role	Present
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Agenda Items & Discussion

#	Agenda Item	Discussion/Notes	Owner
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Decisions Made

Summarize any decisions made during the meeting

Action Items & Follow-Up

Action Item	Responsible	Due Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Open <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Open <input type="button" value="▼"/>

Additional Notes

Any other comments or observations

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