

Board Meeting Minutes Log Form

This **meeting minutes log form** sample is designed to efficiently capture and organize all key points discussed during board meetings. It ensures accurate documentation of decisions, action items, and participant contributions. Using this template helps maintain clear records for future reference and accountability.

Meeting Details

Date		Time	
Location		Facilitator/Chair	
Recorder		Meeting Type	

Attendees

Name	Role/Title	Present	Absent

Agenda Items & Discussions

Agenda Item	Discussion Summary	Decision/Resolution	Responsible Person(s)	Due Date

Action Items

Action Item	Assigned To	Deadline	Status

Next Meeting

Date		Time	
Location		Proposed Agenda Items	

Minutes prepared by: _____ Date: _____

Minutes approved by: _____ Date: _____