

Simple Meeting Minutes Form Sample

Download this **simple meeting minutes** form sample in Word format to efficiently document discussions and decisions. Its clear layout ensures all essential information is captured quickly and accurately. Perfect for professionals seeking an easy-to-use template for organized meeting records.

Meeting Minutes Form Sample

Meeting Title:	[Enter Meeting Title]
Date & Time:	[Enter Date & Time]
Location:	[Enter Location]
Called By:	[Enter Name]
Minute Taker:	[Enter Name]
Attendees:	[List Names]
Apologies:	[List Names]

Agenda Items & Discussion

No.	Agenda Item	Discussion & Notes	Action/Decision
1	[Enter agenda item]	[Summarize discussion]	[Action/Decision]
2	[Enter agenda item]	[Summarize discussion]	[Action/Decision]
3	[Enter agenda item]	[Summarize discussion]	[Action/Decision]

Next Steps & Follow-up

Action Item	Responsible	Due Date
[Describe action]	[Person responsible]	[Due date]
[Describe action]	[Person responsible]	[Due date]

Next Meeting Date: [Enter next meeting date]

Meeting Adjourned At: [Enter time]

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