

# 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

<b>Meeting Title:</b>	[Enter Meeting Title]
<b>Date &amp; Time:</b>	[Enter Date & Time]
<b>Location:</b>	[Enter Location]
<b>Called By:</b>	[Enter Name]
<b>Minute Taker:</b>	[Enter Name]
<b>Attendees:</b>	[List Names]
<b>Apologies:</b>	[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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