**Notes Template**

**Name of Company**

Meeting Name

Date Goes Here

Notes

Attendees at meeting: name, name, name, name, name, etc….

1. Items Assigned (tasks)
2. Topic name - write max 1 line of assigned task here. No more than 1 line…….Name here
3. Topic name - write max 1 line of assigned task here. No more than 1 line…….Name here
4. Topic name - write max 1 line of assigned task here. No more than 1 line…….Name here
5. Topic name - write max 1 line of assigned task here. No more than 1 line…….Name here
6. Topic name - write max 1 line of assigned task here. No more than 1 line…….Name here
7. Items Decided
   1. Topic name - this is where you write a 1-2 line decision of the items that were decided in the meeting. Don’t go over 2 lines. But if you have to, you can enter bullets as needed:
      1. Here you can write a 1-line sub-point to give more clarity of what was decided
      2. Here you can write a 1-line sub-point to give more clarity of what was decided
      3. Here you can write a 1-line sub-point to give more clarity of what was decided
8. Items Discussed
   1. Topic name - here you enter a 1-line and short description of what was discussed
   2. Topic name - here you enter a 1-line and short description of what was discussed
   3. Topic name - here you enter a 1-line and short description of what was discussed
   4. Topic name - here you enter a 1-line and short description of what was discussed
9. Top Projects
   1. Item 1 of top projects we are tracking to make sure they hit upcoming agendas
   2. Item 2 of top projects we are tracking to make sure they hit upcoming agendas
   3. Item 3 of top projects we are tracking to make sure they hit upcoming agendas
   4. Item 4 of top projects we are tracking to make sure they hit upcoming agendas
   5. Item 5 of top projects we are tracking to make sure they hit upcoming agendas
   6. Item 6 of top projects we are tracking to make sure they hit upcoming agendas

**Notes Sample**

**STANFORD PETROLEUM, INC**

Executive | Managers Meeting

June 1, 2018

Notes

1. **Items Assigned (tasks)**
   1. Invoicing - make sure the 6/30 & 8/11 invoices were turned in………………………...…………Randy
   2. Onboarding
      1. Send out written assignment to team to get started……………………………………...Don
      2. Request that accounting have ready the initial steps…………………………..………...Don
      3. Update the “Onboarding New Employee” Process to the team………………………....Don
   3. Staff meeting - the team will continue meeting to define meeting……………………..…………..Jean
   4. Funding- get with director to review timelines/requirements for preparation……………………..Randi
   5. Dep’t meetings w/ Exec Director - Dianne is reviewing the google folders/files………….………Don
   6. Volunteers - talking w/ hospital to define program…………………………………………………..Randi
   7. Manager meeting - send invites to managers mtg (last Wed of month)...................................Victoria
2. **Items Decided**
   1. On-Boarding Team (sub-team of the “Staff Development Team” initiative)
      1. Leader: John
      2. Members:  John, Paul, George, Ringo, Peter, Paul and Mary
      3. Resources: Laurel, Hardy, Lewis
      4. Other team members in the Staff Dev Team: Frank, Dean, Ellen
      5. Assignments/Deliverables:
         1. Steps
         2. Timeline
         3. Responsibility
      6. We will do a dry-run this coming Monday for the 3 new hires. Don drives this.
   2. Quarterly Staff Meetings
      1. John presented draft agenda, edited it, and approved it.
      2. This team is the permanent team to plan out all staff meetings so everyone can get ahead
   3. Finance Director: hold hiring this position; no other action for now (revisit in 2 months)
   4. Recruitment of Sales Manager: Denise starts tomorrow (8/17)
   5. Rhythm of teams – Don will start bringing items from the Red team to this meeting
3. **Items Discussed**
   1. How efficient are these meetings. No decisions made. Good discussion.
   2. The sample of the gift packet for this quarter top performing team members. All progressing well.
4. **Top Projects for next week’s meeting:**
   1. Blood Drive
   2. Global Sales campaign
   3. Invoicing cycles
   4. Don’s assistant recruitment
   5. Employee handbook
   6. Digital footprint and web site project