

# Meeting Minutes

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**HubSpot Tip:** Provide a copy of the meeting minutes to the participants. Thanks to this record, they will be aware of what happened and will be able to contact the members in case of any inquiries.

## 1. Date

As obvious as it may seem, you must not overlook the importance of including the date in the document. This way, you can file the document in the corresponding period and stay up to date with the latest happenings from the most recent meeting.

## 2. Provide general details

In this section, you can indicate the meeting's objective, the location where it took place (whether in-person or virtual), and the scheduled time.

## 3. List the agenda topics

These topics will set the tone for the conversation during your meeting. While there is no limit to the number of issues to be discussed, keep in mind that you are restricted by the available meeting time.

## 4. Allocate space for future actions

In this space, you should write down the conclusions or agreements reached during the meeting. This section is one of the most important as it serves as a record to measure the progress and effectiveness of the actions presented to the members.

## 5. Record the attendees

Create a simple attendance list specifying the names and positions of the team members present at the meeting.

## 6. Document the minutes' authorship

Simply mention the name, position, and contact details of the person who prepared this document to establish any necessary references for the future.

# Meeting Minutes Template

[City, Date]

<b>Meeting Objective:</b>	
<b>Meeting Location (In-person or Virtual):</b>	
<b>Meeting Time:</b>	

## Agenda

1. [First meeting topic]
2. [Second meeting topic]
3. [Third meeting topic]
4. [Fourth meeting topic]
5. [Fifth meeting topic]

## Agreements

[Mention each of the agreements generated in this section.]

## Attendees

No.	Name	Position	Contact	Attendance
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared by: [Name of the preparer], [Position or role], [Email / Phone]