

5 minutes templates and examples

A best practice for writing effective meeting notes would be to use a structure that helps you organise and capture all the important points discussed during the meeting.

This is how we save time and run effective meetings at Charlie. Below, I've included minute templates that you can use.

1. Agenda based minutes template

What's it for: Writing down what was discussed and decided during formal meetings with a planned agenda.

Best for: Board meetings, project updates, or any meeting with a set plan.

- Meeting Title: [Title]
- Attendees: [List of Attendees]
- Apologies: [List of Absentees with Apology]
- Approval of Previous Meetings: [Brief summary of previous meeting approval]
- Agenda Items Discussed: [Summary of agenda items discussed]
- Discussions and Decisions: [Detailed discussion points and decisions]
- Confidentiality: [Any confidential matters discussed]
- Date of Next Meeting: [Next meeting date]
- Chairperson's Signature: [Signature]

2. Informal meeting minutes template

What's it for: Jotting down key points from casual, unplanned meetings.

Best for: Quick team catch-ups, brainstorming sessions, or informal discussions.

- Meeting Title: [Title]
- Attendees: [List of Attendees]
- Apologies: [List of Absentees with Apology]
- Approval of Previous Meetings: [Brief summary of previous meeting approval]
- Agenda Items Discussed: [Summary of agenda items discussed]
- Discussions and Decisions: [Detailed discussion points and decisions]
- Confidentiality: [Any confidential matters discussed]
- Date of Next Meeting: [Next meeting date]
- Chairperson's Signature: [Signature]

3. Narrative minutes template

What's it for: Recording detailed discussions, decisions, and different opinions.

Best for: Important strategy talks, negotiations, or complex planning sessions.

- Meeting Title: [Title]
- Attendees: [List of Attendees]
- Apologies: [List of Absentees with Apology]
- Detailed Meeting Narrative: [Narrative detailing discussions, decisions, and viewpoints]
- External References: [Links to external documents or resources discussed]
- Date of Next Meeting: [Next meeting date]
- Chairperson's Signature: [Signature]

4. Resolution minutes template

What's it for: Documenting final decisions without going into the details of how they were made.

Best for: Resolving conflicts, approving decisions, or urgent meetings where speed matters.

- Meeting Title: [Title]
- Attendees: [List of Attendees]
- Apologies: [List of Absentees with Apology]
- Decisions Made: [Record of decisions made]
- Date of Next Meeting: [Next meeting date]
- Chairperson's Signature: [Signature]

5. Action minutes template

What's it for: Listing who needs to do what, by when, after a meeting.

Best for: Project planning, assigning tasks, or keeping track of action items.

- Meeting Title: [Title] Attendees: [List of Attendees]
- Apologies: [List of Absentees with Apology]
- Action Items: [List of tasks, responsible parties, and deadlines]
- Follow-up Mechanism: [Confirmation process for completed actions]
- Date of Next Meeting: [Next meeting date]
- Chairperson's Signature: [Signature]

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