



Team Minutes for [team name]

Delete the instructions in black italics and replace them with your team's information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.

Team Members' Names
<i>Name</i>
<i>Name</i>
<i>Name</i>
<i>Name</i>
<i>Name</i>
<i>Name</i>

Meeting 1

Meeting Date: <i>Put date here</i>	Start Time: Record time meeting started End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	<i>Record members present (if absent, include reasons and whether teammates were notified in advance).</i>
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	<i>Team members report on what has been accomplished. Record notes of those reports here.</i>
4. Summarize work completed during meeting	<i>Summarize discussion and work accomplished.</i>
5. Review action items to be completed after meeting	<i>Who will do what by when?</i>
6. Schedule next meeting	<i>Note time, place, and purpose.</i>
7. Recording secretary	<i>Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.</i>

Meeting 2

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 3

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 4

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 5

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 6

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 7

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 8

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 9

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 10

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 11

Meeting Date: Put date here	Start Time: Record time meeting started End Time: Record meeting end time Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 12

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 13

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 14

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 15

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

