

Meeting Notes & Standup Notes

Two templates · Part A: meeting notes with decisions and actions · Part B: daily standup · Eng · IT · Healthcare · Construction

Part A — Meeting Notes

Meeting	[Meeting title]	Date / Time	[DD Mon YYYY · 00:00]
Facilitator	[Name]	Location	[Room / link]
Note-taker	[Name]	Attendees	[Names]

Agenda

- [Agenda item 1]
- [Agenda item 2]
- [Agenda item 3]

Discussion & Decisions

Topic	Discussion	Decision
[Topic 1]	[Key points discussed]	[Decision reached]
[Topic 2]	[Key points discussed]	[Decision reached]
[Topic 3]	[Key points discussed]	[Decision reached]

Action Items

Action	Owner	Due	Status
[Action to be taken]	[Owner]	[DD Mon]	[Open]
[Action to be taken]	[Owner]	[DD Mon]	[Open]
[Action to be taken]	[Owner]	[DD Mon]	[Open]

Next Meeting

[Date, time and location of the next meeting, and any items carried forward.]

Part B — Daily Standup Notes

Team	[Team name]	Date	[DD Mon YYYY]
Sprint	[Sprint number]	Facilitator	[Name]

Each member answers three questions: what was done since the last standup, what is planned next, and what is blocking progress. Keep it brief — the standup is for coordination, not problem-solving.

Member	Yesterday	Today	Blockers
[Name]	[What was completed]	[What is planned]	[Any blockers]
[Name]	[What was completed]	[What is planned]	[Any blockers]
[Name]	[What was completed]	[What is planned]	[Any blockers]
[Name]	[What was completed]	[What is planned]	[Any blockers]

Blockers & Parking Lot

Item	Owner	Follow-up
[Blocker or topic to take offline]	[Owner]	[Action / when]
[Blocker or topic to take offline]	[Owner]	[Action / when]

Status shorthand: Open · In Progress · Done · Blocked. Record decisions and actions as they are made so the notes are complete when the meeting ends.