Heading/name of meeting

In attendance: Who is present and where are they from and state the responsible note taker

Date & location: what date is it and where are you

Agenda:

If you have one, or the purpose/goal of the meeting, why you are there and what you want out of the meeting.

Meeting notes:

Start by adding any points raised.

Decisions:

Highlight decisions from the meeting, in co-relation to any points raised.

Actions:

List the actions from the meeting and add who is responsible for it and if there is a deadline for the action. This is your collective to-do list after the meeting and helps you follow up.

Deadlines:

if there are any key dates or crucial dates raised, list them as well, add them to an action, if related to one, or list separately.