# Meeting Summary Template

A short summary for people who need the outcome, not the details: 150–350 words, readable in one minute. Use it for the team chat, a status update, or anyone who missed the meeting.

| | |
|---|---|
| **Meeting** | |
| **Date** | |
| **Attendees** | |

## In short

2–3 sentences: what the meeting was about and the main outcome.

## Key points

-
-
-

## Decisions

-

## Action items

- [Action] — [Owner] — [Due date]
-

## Open questions

-

## Next meeting

## How to fill it in

- **Lead with the outcome.** "In short" must make sense on its own if nobody reads further.
- **3–5 key points, one line each.** If a point needs a paragraph, it belongs in full notes, not in a summary.
- **No fact twice.** An action item isn't repeated as a key point.
- **Owners and dates only if named.** Otherwise write "not set".
- **Neutral tone.** No opinions about people; describe what was agreed.
- **Drop empty sections.**