[Project Name] Strategic Meeting Minutes

Printable worksheet that follows the five sections of the AFFiNE template. Sections 6 and 7 are additions in this download. The AFFiNE template ends at section 5.

1. Metadata

Meeting: _____

Date: _____

Location: _____

Participants: _____

Facilitator: _____

Note Taker: _____

2. High-Level Summary

- _____
- _____
- _____

3. Agenda & Discussion Points

- Point 1: [Topic Title]
  - Key insight: _____
  - Potential risk: _____
  - Alternatives considered: _____
- Point 2: [Topic Title]
  - Key insight: _____
  - Potential risk: _____
  - Alternatives considered: _____

4. Key Decisions

[ ] Decision A: _____
[ ] Decision B: _____
[ ] Decision C: _____

5. Action Items

TASK DESCRIPTION	OWNER	DUE DATE	STATUS

Status options in the AFFiNE template: Not Started, In Progress. Add Done when a task closes.

6. Next meeting (added in this download)

_____

7. Approval (added in this download)

Draft circulated on: _____
Corrections due by: _____
Approved on: _____ As read / As corrected
Secretary or note taker: _____