FolarraStudio

Meeting Notes

listen · decide · act

UNDATED · PRINTABLE · AGENDAS, NOTES & ACTIONS

These Pages Belong To

for clear meetings and follow-through

NAME _____

COMPANY / TEAM _____

ROLE _____

EMAIL _____

STARTED ON _____

How to use these pages

- Print the whole planner once, then print extra copies of the pages you use most, such as the Agenda and Meeting Notes pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Prepare each meeting on an Agenda page, take notes on a Meeting Notes page, then add tasks to Action Items.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My work word for this year

What a good meeting looks like

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Meeting Agenda

plan it before you meet

MEETING

DATE & TIME

LOCATION / LINK

ORGANIZER

Purpose

Agenda items

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Attendees

To prepare

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Meeting Notes

notes, decisions & actions

MEETING _____ DATE _____

ATTENDEES _____ TIME _____

Notes

Decisions

Action items

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Next meeting

One-to-One Notes

regular check-ins

WITH _____ DATE _____

Wins

Challenges

Feedback

Next steps

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Cornell Notes

cues, notes & a summary

SUBJECT _____ TOPIC _____ DATE _____

Cues & questions

Notes

Summary

Action Items

from every meeting

DONE	ACTION	OWNER	DUE	FROM MEETING
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Decision Log

what was decided and why

DATE	DECISION	WHY	WHO

Meeting Schedule

regular meetings at a glance

MEETING	DAY	TIME	WITH	LINK / ROOM

Attendance

who came

MEETING _____ MONTH _____

NAME	TEAM	M1	M2	M3	M4	M5	M6	M7	M8

Follow-Up Tracker

nothing falls through the cracks

DATE	FOLLOW UP WITH	ABOUT	DUE	DONE
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Brainstorm

ideas, sketches & mind maps

TOPIC _____ DATE _____

Ideas

Notes

FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope these pages make every meeting clearer and every follow-up easier. If you enjoy it, tell a friend about folarrastudio.com.

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