



Netiquette


The Perfect Online Meeting

TOOLS & RESOURCES

Meeting Minutes
Template



VIRTIRA ACADEMY

A top-down view of a dark desk with various items: a silver laptop keyboard with a yellow sticky note, a silver mouse, a pencil, and a white coffee cup. The text is centered on the right side of the image.

Without meeting
minutes documenting
meeting agreements,
actions and risks...

**...you don't have
the basis for
successful remote
team interactions or
projects.**

Verbal agreements and decisions in meetings are like contracts and you need to document them accurately.

Without a series of good meeting minutes, you don't have anything to prove who agreed to decisions, who is accountable or what risks are on the horizon.

This is why meeting minutes are **as important as any other remote project practice.**





We recommend using a shorter version of meeting minutes over the more formal meeting minutes format because remote needs succinct, actionable communications.

Our focus is for the reader to **quickly review the most important items** without having to dig into a lengthy document or attachment.

Components of Meeting Minutes



When is the next meeting?



What decisions were made?



What are the action items, who is getting them done and when are they due?



Is there a meeting recording you can distribute? Are you allowed to record the meeting?



What was discussed? Are there important slides to share?



Who attended? Who didn't?



Virtira Meeting Minutes Template

Next Meeting: Insert next meeting date and time on this line, noting time zone.
 Monday, July 10th, 2023 1:00 p.m. EST (TBA if no meeting set).

RECORDING & PASSWORD: [Meeting Recording Here](#) / Recording Password Here
 (Use a shortened link where possible)

ACTIONS:

- **Action Item Owner Name** – List action item, beginning with a strong, actionable verb and due date; if nothing then insert N/A as first bullet point

DECISIONS:

- List decision details here; if nothing then don't include.

RISKS:

- List risk details here; if nothing then don't include.

DISCUSSION:

Outline discussion in detailed, yet succinct, jot notes. Add more detail if there is not a recording or transcription available. Use subheadings as necessary to identify different work streams or projects. Use screen shots of key discussion points or presentations if necessary for non-attendees. See following example.

Picnic Project Update

- The group determined that an autumn picnic would strengthen partner sales
 - Will need food, drinks, blankets and bug spray decisions by Aug 15th
 - Will require Purchasing to provide petty cash
- **DECISION:** Picnic October 15th
- **ACTION:** Joan to find out from team what they want to eat or drink by Aug 15th
- **ACTION:** Randy to work with Marketing on communications by Sep 15th
- **RISK:** This is hurricane season so we may need an alternate date.

ATTENDEES: List attendee names here on one line

REGRETS: List people who didn't attend here on one line

If attendee status is important, move this section higher on the page.



Learn what it takes
to become a
remote superstar.



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