



NOVABYTE AI SUCCESS SERIES

Meeting Notes Templates

Eight templates built on one idea: every meeting produces decisions, actions, owners, and deadlines.

This PDF is the printable reference. For fillable tables you can type into, use the matching **Word (.docx)** version. Each template ends with an AI prompt that drafts the notes from your rough scribbles.

8 templates

1. Standard meeting minutes
2. Follow-up email from notes
3. One-on-one notes
4. Project kickoff notes
5. Action tracker
6. Weekly team meeting
7. Client meeting notes
8. Decision log

Standard meeting minutes

The all-purpose record: what was decided, who does what, by when.

Meeting	[name / purpose]
Date & time	[when]
Attendees	[names]
Apologies	[who couldn't attend]

AGENDA

DISCUSSION & KEY POINTS

DECISIONS MADE

One decision per line — what was agreed, not the debate around it.

ACTION ITEMS

Action	Owner	Due date

NEXT MEETING

Date & time	[when]
Focus	[what it will cover]

★ LET AI DRAFT IT

ROLE You are a meeting-notes assistant.

TASK Turn my rough notes below into clean minutes.

CONTEXT Notes: [paste your rough notes] . Meeting: [name] . Attendees: [names] .

Follow-up email from notes

Turn the minutes into a short email everyone actually reads.

To	[attendees]
Subject	[Meeting name] — recap & actions

OPENING LINE

One sentence: thank them and state the purpose of the meeting.

WHAT WE DECIDED

WHO IS DOING WHAT

Action	Owner	Due date

CLOSING LINE

Invite corrections and flag the next step or meeting.

★ LET AI DRAFT IT

- ROLE** You are an executive assistant.
- TASK** Turn the meeting notes below into a concise follow-up email.
- CONTEXT** Notes: [paste] . Recipients: [who was there] .
- FORMAT** Brief recap, a clear owner+deadline list, one line inviting corrections.

One-on-one notes

Keep a running record of a recurring check-in with one person.

With	[name]
Date	[when]
Since last time	[what's changed]

WINS & PROGRESS

CHALLENGES & BLOCKERS

THEIR DEVELOPMENT / GOALS

FEEDBACK (BOTH DIRECTIONS)

AGREED ACTIONS

Action	Owner	Due date

FOR NEXT TIME

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ROLE You are a management coach.

TASK Help me prepare for and capture a one-on-one.

CONTEXT With: [name] . Since last time: [what happened] . My aim: [support / feedback / planning] .

FORMAT A few talking points, then space to record wins, blockers, and agreed actions.

Project kickoff notes

Start a project with everyone aligned on scope, roles, and risks.

Project	[name]
Date	[when]
Sponsor / lead	[who]
Attendees	[names]

GOAL & SUCCESS CRITERIA

What does "done and successful" look like?

SCOPE

In scope	Out of scope

ROLES & RESPONSIBILITIES

Name	Role	Responsible for

TIMELINE & MILESTONES

Milestone	Target date

RISKS & OPEN QUESTIONS

FIRST ACTIONS

Action	Owner	Due date

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- ROLE**

You are a project manager.
- TASK**

Structure my kickoff notes below.
- CONTEXT**

Notes: *[paste]* . Project: *[name]* .
- FORMAT**

Goal, scope (in/out), roles, timeline, risks, and first actions with owners.

Action tracker

A standalone table to track every action across a series of meetings.

Project / team	[name]
Updated	[date]

Status: Not started · In progress · Blocked · Done. Give real calendar dates, not "next week".

#	Action	Owner	Due date	Status

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- ROLE** You are a project coordinator.
- TASK** Build an action tracker from the notes below.
- CONTEXT** Notes: [paste notes from one or more meetings] .
- FORMAT** A table: # | Action | Owner | Due (real date) | Status.

Weekly team meeting

A repeatable format for the regular team sync.

Week of	[date]
Attendees	[names]

WINS SINCE LAST WEEK

METRICS / PROGRESS

THIS WEEK'S PRIORITIES

BLOCKERS & HELP NEEDED

Blocker	Who's affected	Help needed from

ACTIONS

Action	Owner	Due date

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ROLE You are a team-meeting facilitator.

TASK Summarise our weekly sync notes below.

CONTEXT Notes: [paste] . Team: [name] .

Client meeting notes

Capture a client conversation so nothing is promised and forgotten.

Client	[name / company]
Date	[when]
Present (us)	[names]
Present (client)	[names]

CLIENT GOALS & CONCERNS

WHAT WE DISCUSSED

COMMITMENTS WE MADE

Every promise made to the client — these become deadlines.

Commitment	Owner	Due date

CLIENT'S NEXT STEPS

FOLLOW-UP

Next contact	[when]
By	[email / call / meeting]

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ROLE You are an account manager.

TASK Turn my client-meeting notes below into a clear record.

CONTEXT Notes: [paste] . Client: [name] .

FORMAT Client goals, what was discussed, our commitments (with owners+dates), and follow-up.

A record of what was decided and why — the note people wish they'd kept.

Project / area	[name]
Maintained by	[who]

One row per decision. Capturing the reasoning saves re-litigating it later.

Date	Decision	Why (reasoning)	Decided by

★ LET AI DRAFT IT

- ROLE** You are a documentation assistant.
- TASK** Extract the decisions from the notes below into a decision log.
- CONTEXT** Notes: [paste] .
- FORMAT** A table: Date | Decision | Why (the reasoning) | Decided by. Do not invent decisions.