

## Meeting Notes Template (ADHD-Friendly)

Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

DECISIONS (what we agreed on, not what we discussed):

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OWNERS (who does what, by when):

- [Name] will [action] by [date]
- [Name] will [action] by [date]

OPEN QUESTIONS (unresolved - needs follow-up):

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MY NEXT ACTION (one thing, by today): \_\_\_\_\_