Meeting notes template

Need to plan a meeting a share notes and actions with your team?

Collaborate.green offers a useful template for meeting notes.

- Create a meeting notes page
- Meeting notes index page

Create a meeting notes page

To create a meeting notes page,



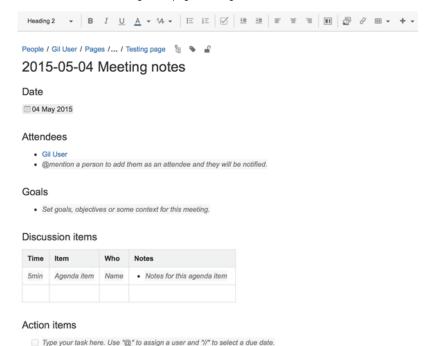
- 2. Select Meeting Notes and click Next
- 3. Enter the information required by the template and click Create
- 4. Save your page

You can edit the page during or after your meeting, and enter your notes, action items and @mention users to assign tasks to them.

The meeting notes template includes the following items:

- · Instructional text prompts you to enter information and disappears when you start typing or view the page.
- Mentions @mention a user on the page and they will be notified in their workbox.
- Task lists @mention a user in a task to assign it to them the task will appear as a personal task in their workbox. You can also add a due date
 by typing //, then choosing a date from the calendar.

Screenshot: A blank Meeting notes page showing instructional text



Meeting notes index page

The first time you create meeting notes from the template in a specific space, Confluence will create an index page and add a shortcut 'Meeting notes' that appears in the.

The index page shows

- · An overview of uncompleted tasks from meetings (with their due date and assignee)
- An overview of all meeting notes in the space
- You'll also find a button to create meeting notes (top right corner)