Farm Meeting Minutes Template

A farm meeting minutes template for recording what was decided, who agreed to do what and by when, so partners and crew share the same record after each meeting.

Farm / unit: _____ Date: _____ By: _____

Meeting date and place

Attendees and absentees

Topics discussed

Decisions made

Action items

Person responsible

Follow-up dates

Open questions

Next meeting date

Recorder name

TIP Circulate the minutes within a day or two while everyone still remembers the details.