

# Mẫu Meeting Minutes Email ngắn gọn

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# Mẫu 1: Meeting Minutes - Project Update Meeting

Hi Team,

Please find below the summary of today's meeting:

Date: [DD/MM/YYYY]

Time: [Time]

Attendees: [Names]

Key Discussion Points:

- [Discussion point 1]
- [Discussion point 2]
- [Discussion point 3]

Action Items:

- [Task 1] - [Owner] - Due: [Date]
- [Task 2] - [Owner] - Due: [Date]

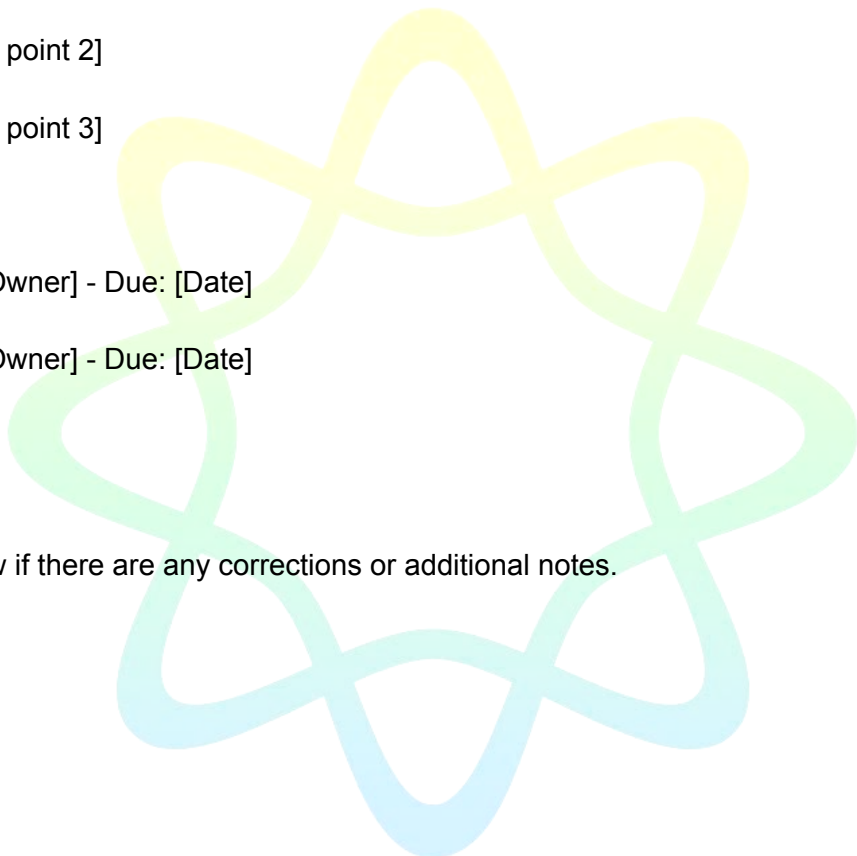
Next Meeting:

[Date/Time]

Please let me know if there are any corrections or additional notes.

Best regards,

[Your Name]



## Mẫu 2: Meeting Summary - Weekly Team Meeting

Hello Team,

Thank you for joining today's meeting.

Summary:

- Project progress was reviewed
- Pending issues were discussed
- New deadlines were confirmed

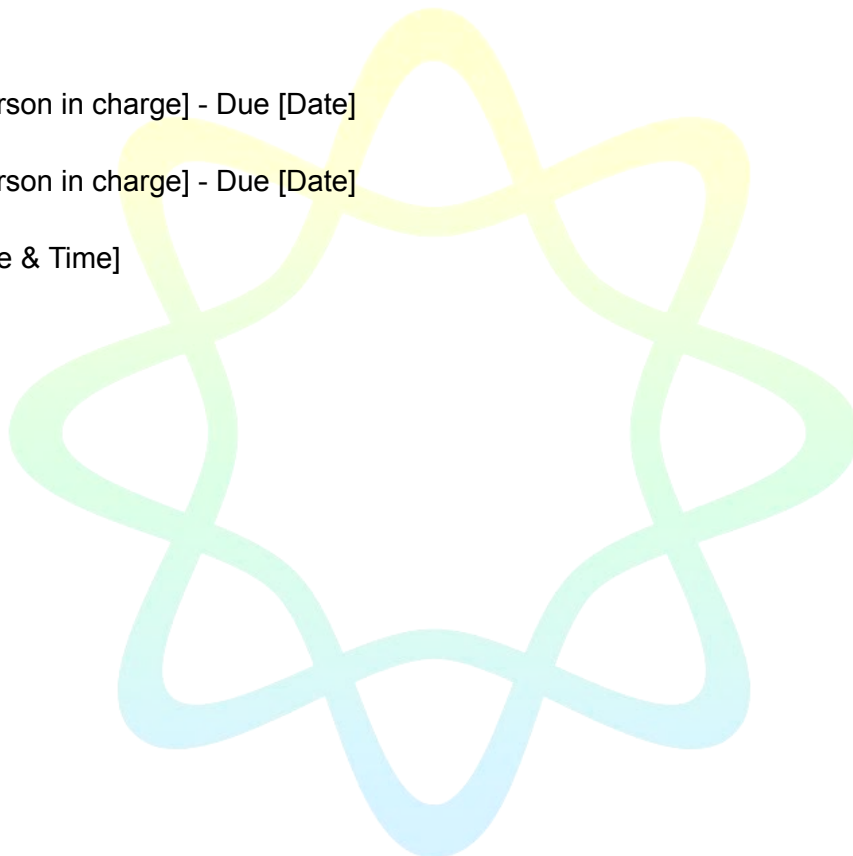
Action Items:

- [Task] - [Person in charge] - Due [Date]
- [Task] - [Person in charge] - Due [Date]

Next meeting: [Date & Time]

Regards,

[Your Name]



## Mẫu 3: Minutes of Meeting - Client Discussion

Dear Team,

Please see the meeting notes below:

Meeting Date: [DD/MM/YYYY]

Participants: [Names]

Main Points:

- Client feedback collected
- Budget and timeline updated
- Follow-up tasks assigned

To Do:

- [Task 1] - [Owner]
- [Task 2] - [Owner]

Thank you.

Best regards,  
[Your Name]

