

# Council Meeting Minutes Log

## Purpose of Minutes

Meeting minutes preserve transparency, document decisions, and prevent confusion or disputes. They should record agenda items, votes, and next steps.

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## Meeting Details

Record meeting date, purpose, and attendees.

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## Discussion Summary

Summaries should reflect key points, disagreements, and proposals.

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## Decisions & Votes

Document outcomes of majority or supermajority votes.

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## Next Steps

Record assigned tasks and deadlines.

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