

Wedding Planning Meeting — Budget and Responsibilities

Date	Sunday, 9 August 2026
Time	5:00 PM – 6:30 PM
Venue	Home / video call with relatives
Chaired by	Father's Name (host)
Minutes recorded by	Your Name

Attendance

Name	Role	Status
Father's Name	Host	Present
Mother's Name	Host	Present
Your Name	Note-taker	Present
Uncle's Name	Venue and catering	Present
Cousin's Name	Decoration and photography	Remote
Aunt's Name	Guest list and invitations	Present

Agenda

- 1. Dates and venue
- 2. Budget
- 3. Guest list
- 4. Vendors

Discussion and Decisions

1. Dates and venue

Wedding fixed for 6 December 2026, with haldi and mehendi on 4–5 December. Two venues shortlisted.

Decision: Visit both venues on 15 August and book by 20 August.

2. Budget

Total budget agreed at ₹18 lakh (sample figure), with 10% kept for contingencies.

Decision: Your Name to maintain a shared budget sheet.

3. Guest list

First draft has 420 guests from both families.

Decision: Aunt's Name to finalise the list with the groom's family by 31 August.

4. Vendors

Caterer, decorator and photographer quotes are pending.

Decision: Collect three quotes each and decide at the next meeting.

Action Items

#	Action	Owner	Due date	Status
1	Venue visits and booking	Uncle's Name	20 Aug 2026	Open
2	Shared budget sheet	Your Name	12 Aug 2026	Open
3	Final guest list	Aunt's Name	31 Aug 2026	Open
4	Vendor quotes	Cousin's Name	30 Aug 2026	Open

Next Meeting

Next meeting: Sunday, 30 August 2026, 5:00 PM.

The meeting ended at 6:30 PM with a vote of thanks by the chair.

Father's Name (host)

Chairperson

Your Name

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.