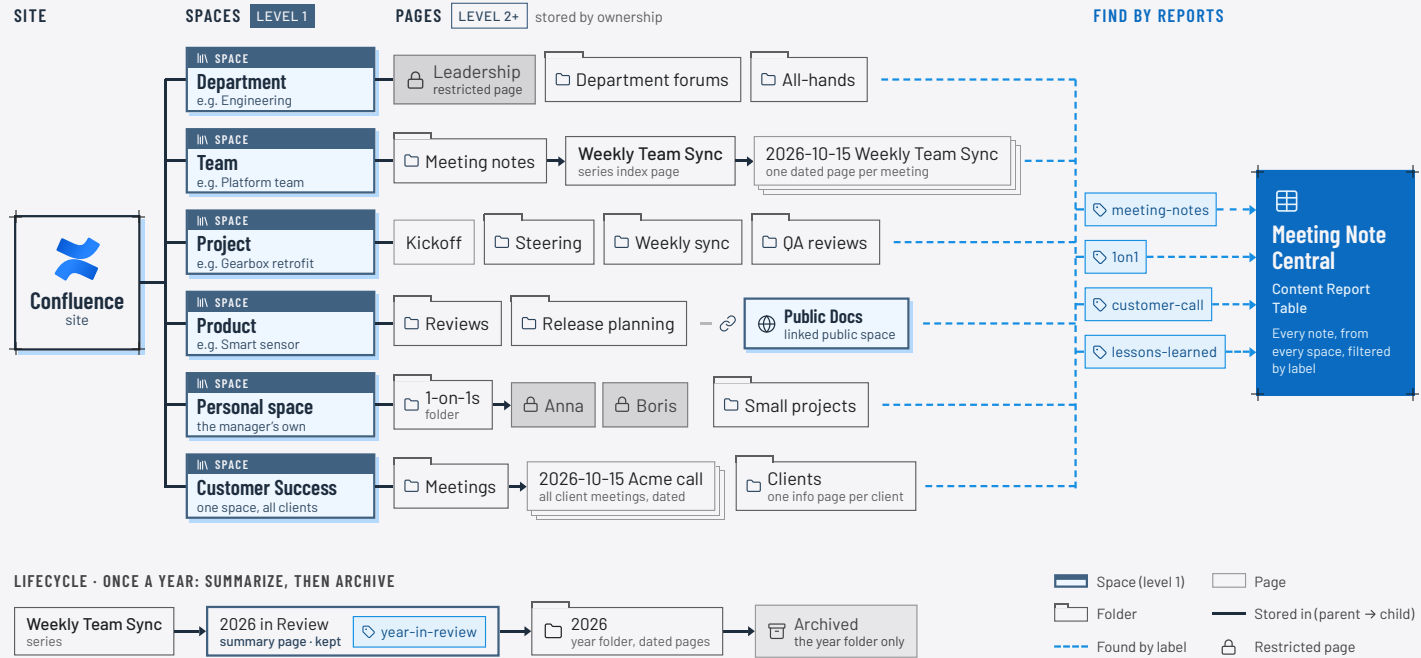


Where do meeting notes go?

A Confluence structure that scales: store by ownership, find by reports.

01 · THE STRUCTURE



02 · OWN SPACE WHEN...

OWNER	OWN SPACE WHEN...	OTHERWISE
Department	Always	-
Team	More than 2 people, meets at least monthly	Folder in the department space
Project	More than 2 internal contributors and more than 5 pages, or longer than a few weeks	Lead's personal space or an "Other Projects" space
Product	Always, plus a separate public docs space	-
1-on-1s	Never	Manager's personal space, restricted pages
Clients	Only for a few large, complex accounts	One Customer Success space: one meetings folder, an info page per client

03 · 5 RULES



One parent page per recurring meeting



Date first in the title: "2026-10-15 Weekly Sync"



Put labels in your templates, so every page inherits them



Keep trees shallow: space → meeting notes → series → occurrence



Archive yearly: summarize first, then archive

