**MEETING MINUTES**

***(INSERT HERE: THE NAME OF YOUR GROUP)***

***(INSERT HERE: THE LOGO OF YOUR GROUP IF YOU HAVE ONE)***

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| --- | --- |
| **PURPOSE OF MEETING** | *(Insert here: the reason why you held the meeting)* |
| **DATE AND TIME** | *(Insert here: the date and time of the meeting)* |
| **VENUE** | *(Insert here: the location of the meeting)* |
| **CHAIRPERSON** | *(Insert here: the name of the person that lead the meeting)* |
| **MINUTE TAKER** | *(Insert here: the name of the person that took notes about the meeting)* |
| **ATTENDEES** | *(Insert here: the names of the people that attended the meeting)* |

Helpful notes for minute-taker:

*(delete once the minutes are complete)*

* The note for section 1 are usually short and brief.
* The notes for section 2 are very to the point- they are a list of to-do items with a brief statement about the current status of this action. If there were no actions identified at the last meeting, then there will be no notes in this section.
* Be clear and concise and avoid using emotive language.
* Identify who was speaking by using the initials of the person.
* Prepare for minute-taking by copying and pasting the content from the Agenda document into this one.

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| --- | --- |
| **DISCUSSION ITEMS** | **BRIEF DETAILS OF WHAT WAS DISCUSSED** |
| 1. **Opening and welcome** | * *(Insert here: the key points that were discussed against this Agenda item)*   *(Add other points if there were extra things mentioned here or remove points if you didn’t discuss this many things)* |
| 1. **Review actions from last meeting** | 1. *(Insert here: previous action and who was responsible for it)*   *(Add additional actions if required, or remove points if there wasn’t this many actions)* |
| **3. General matters for discussion** | |
| ***3.1.*** *(Insert here: the name of the item that was discussed)* | * *(Insert here: the key points that were discussed against this Agenda item)*   *(Add other points if there were extra things mentioned here or remove points if you didn’t discuss this many things)* |
| ***3.2.*** *(Insert here: the name of the item that was discussed)* | * *(Insert here: the key points that were discussed against this Agenda item)*   *(Add other points if there were extra things mentioned here or remove points if you didn’t discuss this many things)* |
| ***3.3.*** *(Insert here: the name of the item that was discussed)* | * *(Insert here: the key points that were discussed against this Agenda item)*   *(Add other points if there were extra things mentioned here or remove points if you didn’t discuss this many things)* |
| ***3.4.*** *(Insert here: the name of the item that was discussed)* | * *(Insert here: the key points that were discussed against this Agenda item)*   *(Add other points if there were extra things mentioned here or remove points if you didn’t discuss this many things)* |
|  | *(Add other rows if there were extra items discussed or remove rows if you didn’t discuss this many things)* |
| **4. Any other business** | * *(Insert here: any other items that were discussed, and brief notes about what was said)* |

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| **ACTION** | **WHO IS RESPONSIBLE** | **DEADLINE** |
| 1. *(Insert here: the action that needs to be completed)* | *(Insert here: the name of the person that is responsible for completing this action* | *(Insert here: the date by which this action needs to be completed)* |
|  |  |  |
|  |  |  |
|  |  |  |
| *(Add other rows if you identified extra actions to complete or remove rows if you didn’t have this many actions)* |  |  |