**[Organization Name]**

**DISCIPLINARY MEETING NOTES**

|  |  |  |
| --- | --- | --- |
| **Day** | **Date** | **Location** |
| [Day] | [Date] | [Location] |

|  |  |  |
| --- | --- | --- |
| **Meeting Title:** | **Start Time** | **End Time** |
| [Meeting Title] | [Time] | 11:45 AM |

|  |
| --- |
| **Meeting conducted by:** |
| [Name] |  | [Role] |
| **Name** | **Role** |

**Attendees Requested**

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item Descript ion** | **To Be Presented By** | **Start Time** | **Duration** |
| [Agenda Item Description] | [Name] | 10:30 Am | 1:00 |
| [Agenda Item Description] | [Name] | 11:30 Am | 0:15 |
| [Agenda Item Description] | [Name] | [Time] | [Minutes] |

**Employee Response:**

|  |  |  |
| --- | --- | --- |
| **Response of issue** | **Evidence of issue** | **Possible Solutions:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes:**