# **MEETING MINUTES**

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| **Meeting/Project Name:** |  |
| **Date of Meeting:**  |  | **Start time:** |  |
| **Location:** |  | **End time:** |  |
| **Chair:** |  | **Minute taker:** |  |
| 1. Meeting Objective(s) |
| Copy these across from the agenda before the meeting. |
| 2. Attendance |
| **Present** |  |  | **Apologies** |
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|  |  |  |  |
| 3. Agenda, Decisions, Issues  |
| **Topic/ Discussion notes** | **Discussion led by** |
| Add more rows as necessary – put in topics from agenda before the meeting. | Perhaps put in time allocation as well as a reminder. |
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|  |  |
| 4. Action Items  |
| **Action** | **Responsible** | **Due Date** |
| These can be added as the meeting progresses or this section used as a |  |  |
| summary when the meeting has finished. |  |  |
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|  |  |  |
| 5. Next Meeting |
| **Date:** |  | **Time:**  |  | **Location:**  |  |
| Objective(s):  |  |