# **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): |  | | | | | | | | | | | | | | |