# PROJECT NAME

# Meeting Minutes

# <Meeting Name>

# Meeting No: < >

## Meeting Details

|  |  |
| --- | --- |
| **Date:** |  |
| **Venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Copy To:** |  |

**Information / Decisions**

|  |  |
| --- | --- |
| **No.** | **Item** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Who** | **By** |
| **1.1** | <Enter Decision / Information and any Action Item description attached>  **Note 1:** The ‘Who’ must be someone present at or an apology for the meeting. If the item is to be actioned by neither of these, then someone in the meeting need be responsible for the action  **Note 2:** The numbering system is the number of the meeting followed by the action number. That way there is a record of which meeting the action was allocated.  **Note 3:** The action will be followed by an UPDATE: if it carries over a number of meetings | Who will complete | End date |
| **1.2** |  |  |  |
| **1.3** |  |  |  |
| **1.4** |  |  |  |
| **1.5** |  |  |  |
| **1.6** |  |  |  |
| **1.7** |  |  |  |
| **1.8** |  |  |  |
| **1.9** |  |  |  |
| **1.10** |  |  |  |