Meeting Minutes Record Form

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| **Meeting** |  | **Week, Date & Place** |  |
| **Chairman** |  | **Secretary** |  |
| **Present** |  | **Absent** |  |
| **Agenda** |  | | |
| **Report** |  | | |
| **Actions** |  | | |
| **Date, Time & Place of next meeting** |  | | |

**Notes for Reflection**

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| --- | --- | --- | --- |
|  | **Yourself** | **Your group members** | **Suggestions for improvement** |
| Progress made |  |  |  |
| Decisions made |  |  |  |
| Issues & Challenges |  |  |  |
| Good practice |  |  |  |
| Others/Comments |  |  |  |