# 📄 MEETING MINUTES TEMPLATE

🗓️ Meeting Title: Bi Weekly Department Meeting

🔗 Presentation Link: [Simulated Meeting for Minute Taking Practice](https://www.youtube.com/watch?v=wAr_t2OsEdc&ab_channel=furryfeettv)

📅 Date: 25/6/2025

🕒 Time: 13:45 - 13:56

📍 Location: Meeting Room 1

## 👥 Participants

| Name | Role | Attendance (✔ / ✖) |
| --- | --- | --- |
| Carole Fletcher | Team Leader | Yes |
| Trudy Finch | HR Manager | Yes |
| Peter Morgan | Finance Manager | Yes |
| Frank Mayfair | IT | No |
| Mike Reynard | Production | Yes |

## 📝 Agenda

1. Performance Against Targets  
2. Team Member Recruitment Programme  
4. AOB (Any Other Business)

## 📌 Summary

\*A brief overview of the meeting purpose, key topics discussed, and tone of discussion.\*

1. Q1 figures are up 2% stream 1 and 2 down 5% stream 3, could be a marketing issue.
2. Recruited 10 and 9 into probation

radio advertisement most successful

safety tape was a safety issue on the stairs, caused injury

Implementation of training program roll out

Disagreement from Trudy to do it straight away instead of phase implementation

Consider impact on shifts

Dummy training system next week

Cost of training? No resource from HR, training calendar

System Champions people who know the system

Train the trainers take a day

Idea: Only use internet 20 minutes per day, penalty after that

Monitor problem?

Problems with internet use, use company intranet?

## ✅ Decisions Made

| Topic | Decision | Responsible Party |
| --- | --- | --- |
| Implement training Programme | Take a day to train the Trainers | Peter Morgan |
|  |  |  |

## 🔧 Actions & Next Steps

| Action Item | Assigned To | Due Date | Status |
| --- | --- | --- | --- |
| Next Meeting | All | 9/6.2025 | Not started |
|  |  |  |  |

## 📎 Notes / Additional Comments

\*Use this space for any notes or observations that don’t fall into the categories above.\*