



Meeting Minutes

Type of Meeting

Document Control

Editor	Date	Update

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Meeting Minutes

1.0 Attending

Name

(Email)

Job Title

Yes/No

2.0 Update from previous meeting

Person Responsible	Action Carried Out	Complete?

Figure 1 – Update from previous meeting

3.0 Agenda

- Things to discuss

4.0 Minutes

4.1 Absences:

Person Absent	Reason?

Figure 2 – Reasons for absences

4.2 Previous Minutes Approved:

Date of minutes	Approved?

Figure 3 – Approval of previous minutes

4.3 Matters Arising:

Topic	Action	Person Responsible

Figure 4 – Topics discussed during meeting

5.0 Next Meeting

The next meeting has been arranged for:

Expected to attend:

