Minutes of Meeting

Project: [Project title]
Group: [Group ID]
Meeting type: [Kick-off / Weekly sync / Client update / QA review / Handover]
Date: [YYYY-MM-DD]
Time: [HH:MM???HH:MM]
Location/Platform: [Room / Teams / Zoom]
Chair: [Name]
Minute-taker: [Name]

1. Attendees

- [Name] (present)
- [Name] (present)
- [Name] (apologies)

2. Agenda

1. [Item 1]
2. [Item 2]
3. [Item 3]

3. Key decisions made

- **Decision 1:** [What was decided]
  Rationale: [Why]
  Implication: [What changes next]

- **Decision 2:** [What was decided]
  Rationale: [Why]
  Implication: [What changes next]

4. Discussion notes

4.1 [Agenda item 1]

- Summary: [2???4 bullets]
- Evidence/artefacts referenced: [e.g., PR #12, Figure 2 draft, issue #7]

4.2 [Agenda item 2]

- Summary: [2???4 bullets]
- Evidence/artefacts referenced: [links/IDs]

5. Action log

Update the group action log `csv`

6. Risks / blockers / dependencies

- **Risk/blocker:** [What could stop progress]
  Owner: [Name]
  Mitigation: [What you will do]
  Status: [Open/Closed]
  Evidence pointer: [Issue/PR/minutes reference]

- **Dependency:** [What is needed + from whom]
  Due: [YYYY-MM-DD]
  Status: [Open/Closed]

7. Reproducibility / QA checks

☐ Fresh run from project root completed
☐ Figures/tables regenerate without manual edits
☐ Data dictionary updated for any new fields
☐ Peer review completed (link evidence)
☐ Changes merged via PR review (link PR)

8. Next meeting

Date/time: [YYYY-MM-DD HH:MM]
Location/Platform: [ ]
Provisional agenda: 1. [ ] 2. [ ] 3. [ ]

File name suggestion: `minutes_YYYY-MM-DD.md`