Minutes

Meeting of: [insert group name]

Held at: [insert meeting venue / address]

Date: [insert meeting date]

Time: [insert meeting start and finish times]

Present:

[Insert list of attendees]

Apologies:

[Insert list of members who formally sent apologies (not the ones just did not show up without informing)]

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed. [Or insert comments / amendments].

Agenda items

1. [Agenda item]

[Summarize the discussion for each issue, state the outcome, and assign any action items]

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……

Action items

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| [Action item] | [Name(s)] | [Date] | [Status, such as Assigned, In Progress or Complete] |
|  |  |  |  |

Next meeting

The next general meeting will be at [insert next meeting time] on [insert next meeting date] at [insert venue / address].

Minutes submitted by: [insert name]

Approved by: [insert name]