**Minutes of Meeting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary** | | | | | |
| **Meeting Topic** | Topic name | | | | |
| **Date** | DD MM YYYY | **From** | hh:mm | **To** | hh:mm |
| **Location** | Location details | **Note Taker** | First name Last name | **Duration** | 0.5 hrs |

|  |  |
| --- | --- |
| **Agenda** | |
| **Time** | **Topic** |
| 15 mins | 1. Sub-topic – brief description |
| 05 mins | 2. Sub-topic – brief description |
| 10 mins | 3. Sub-topic – brief description |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee List** | | | |
| **#** | **Name** | **Present?** | **Reason for Absence** |
| 1 | First name Last name | Y |  |
| 2 | First name Last name | Y |  |
| 3 | First name Last name | N | Out sick |

|  |  |
| --- | --- |
| **Meeting Notes** | |
| 1 | Mention significant points of the meetings |
| 2 | Mention significant points of the meetings |
| 3 | Mention significant points of the meetings |

|  |  |
| --- | --- |
| **Decisions and Agreements** | |
| 1 | Mention significant decisions and agreements taken in the meeting |
| 2 | Mention significant decisions and agreements taken in the meeting |
| 3 | Mention significant decisions and agreements taken in the meeting |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | | | |
| **#** | **Task** | **Person Responsible** | **Due Date** |
| 1 | brief description | First name  Last name | DD MM YYYY |
| 2 | brief description | First name  Last name | DD MM YYYY |
| 3 | brief description | First name  Last name | DD MM YYYY |