Agenda / minutes of meeting

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| --- | --- | --- | --- |
| **Date** |  | **Time Commenced** |  |
| **Meeting Name** |  | | |
| **Venue** |  | | |
| **Attendees**  **(including roles)** |  | | |
| **Apologies/Leave** |  | | |
| **Confirmation of previous minutes** |  | | |

| **Current Meeting Discussion Items** | | | | |
| --- | --- | --- | --- | --- |
| **Topic** | **By** | **Discussion** | **Action** | **Due Date** |
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| **As a part of all meetings,** | |
| **Quality,**  **Health and Safety**  **Environment** | **TOPIC POINTS**:  Have any improvements been implemented by your team since the last meeting we can include in the continual improvement register? Are there any other quality topics that need to be discussed?  **TOPIC POINTS**:  Are there any health and safety topics that need to be discussed?  **TOPIC POINTS**:  Are there any environmental topics that need to be discussed? |
| **DISCUSSION**: | |

**Meeting Attendance Sheet**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Name | Job Title | Signature |
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