Agenda / minutes of meeting

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| --- | --- | --- | --- |
| **Date** |  | **Time Commenced** |  |
| **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 QHSE must be discussed.** | |
| **Quality** | **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? |
| **DISCUSSION**: | |
| **Health and Safety** | **TOPIC POINTS**:  Are there any health and safety topics that need to be discussed? |
| **DISCUSSION**: | |
| **Environment** | **TOPIC POINTS**:  Are there any environmental topics that need to be discussed? |
| **DISCUSSION**: | |

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| **Meeting Closed** |  |

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| **Input into**  [**Meeting Register**](file:///N:\Quality%20Management%20System\5.0%20Meetings\NA%20Meeting%20Register.xlsm)**?** |  |