

MEETING MINUTES

Template with the 7 essential elements · fill in the fields and delete the grey hints

1. Header

Type of meeting	
Date	
Start / end time	
Location	
Called by	
Minutes no.	

2. Attendees and apologies

Name	Role	Mode (in person / online / phone)	Signature

3. Agenda

No.	Item	Presented by	Added on the day (yes/no)

4. Discussion

Item 1

Summary	
Documents tabled	

Item 2

Summary	
Documents tabled	

Item 3

Summary	
Documents tabled	

5. Resolutions and decisions

No.	Resolution (exact wording)	Vote (for / against / abstain)	Majority required

6. Actions, owners and deadlines

No.	Action	Owner	Deadline	Status

7. Close and signatures

End time	
Next meeting	
Minutes taken by (secretary)	
Approved by (chair)	