

MINUTES OF MEETING

[Name of the company, committee or group]

Meeting: [Board meeting, committee meeting, team meeting]

Date: [DD Month YYYY] · Time: [00:00] · Place: [Venue or online link]

Present: [Names]

Apologies: [Names]

Chair: [Name] · Minutes taken by: [Name]

1. OPENING

[The chair opened the meeting at 00:00 and welcomed everyone.]

2. MINUTES OF THE LAST MEETING

[The minutes of the meeting of DD Month YYYY were approved, or approved with these changes: ...]

3. [AGENDA ITEM]

Discussion: [A short summary of what was said]

Decision: [What was decided]

Resolution no.: [For a company board: number and date each resolution]

4. ACTION ITEMS

ACTION	WHO	BY WHEN	STATUS
[What needs to be done]	[Name]	[Date]	[Open]

5. NEXT MEETING

[DD Month YYYY, 00:00, venue]

[The chair closed the meeting at 00:00.]

Signed by the chair: _____ Date: _____