Meeting minutes

Formal minutes with agenda items, decisions and actions

Organisation _____ **Meeting type** _____

Date _____ **Time** _____

Venue _____ **Minutes by** _____

Present _____

Apologies _____

Minutes of last meeting _____

Discussion and decisions

Item	Discussion	Decision or outcome

Actions

Action	Owner	Deadline

Any other business _____

Next meeting _____

_____ _____

Chair *Date approved*