**TEMPLATE MINUTES**

INSERT ORGANISATION NAME (& LOGO)

General (INSERT RELEVANT MEETING TYPE) Meeting Minutes

Meeting date: INSERT DATE

Time: INSERT TIME

Place: INSERT LOCATION (physical address and/or via electronic means eg Zoom or Teams)

|  |
| --- |
| **Attendees:** John Smith (JS), Jane Citizen (JC), etc  **Apologies:** INSERT APOLOGIES  **Chair**: John Smith (Secretary)  **Minutes**: Insert name of person taking initial minutes if not the Chair |

|  |  |  |
| --- | --- | --- |
| A = Action | D = Decision | I = Information |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item 2: Meeting Minutes INSERT DATE | | | |
| No | Item | A D I | Owner |
| 2.1 | Minutes of the last meeting accepted | D | All |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item 3: INSERT TOPIC | | | |
| No | Item | A D I | Owner |
| 3.1 | INSERT TOPIC  e.g. Secretary’s Report | A | INSERT NAME OF THOSE INVOLVED  e.g. Secretary |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item 4: INSERT TOPIC | | | |
| No | Item | A D I | Owner |
| 4.1 | INSERT TOPIC (and repeat this section for as many topics as necessary) | INSERT CODE | INSERT NAME OF THOSE INVOLVED  e.g. Secretary |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item 5 (OR RELEVANT NUMBER): Other business | | | |
| No | Item | A D I | Owner |
| 5.1 | INSERT TOPIC | INSERT CODE | INSERT NAME OF THOSE INVOLVED  e.g. Secretary |

Meeting concluded **INSERT TIME**

Next meeting: **INSERT DATE OR, IF NOT KNOWN, INSERT ‘TBC’**

**NOTE:** Columns 3 (A D I ) and 4 (Owner) are optional.However, they assist in easily assessing whether an issue is completed or requires further action / report back to another meeting and who is responsible for that action.