|  |  |
| --- | --- |
| **Background pattern  Description automatically generated with medium confidence** | **Meeting Minutes**  **Date / Time:**  **Location:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose of meeting:  Attendees: | | | |
| No. | Points Discussed | Actions Suggested | Target Date |
|  | *Summary of important points only* | *Specific actions agreed upon only* | *Date of completion of tasks* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Add additional lines as required.*  Signature of Chairperson:       Signature of Minute Taker:  Minutes confirmed at meeting:  *At some point in the future the minutes will be confirmed in a meeting. Details to be the entered here.* | | | |

*Green italic text to be removed when preparing an agenda. This simply provides a prompt for each section.*