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| **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.*