Meeting name meeting minutes

Location: Address or room number

Date: Date

Time: Time

Attendees: List attendees

Apologies: List absentees

Guests: List guests

Item		Action
Insert number	Welcome	Insert initials
	Apologies	
	Minutes of the last meeting	
	Matters arising	
Number each topic	New topic(s) Heading Details	
	Any other business	
	Date and time of next meeting	
Time meeting adjourned or ended		

Actions from the insert meeting name meeting held on insert date

Agenda Item Number	Owner(s)	Action items	Deadline
Number	Name(s)	Action item	Date

Documents attached

List any documents to be attached to the minutes

SIGNATURES:

DATE: