SAMPLE Minutes

(Enter name of meeting)

On (enter date)

At (enter location)

|  |  |  |
| --- | --- | --- |
| Items and Actions | Responsible Person | Action Due Date |
| 1. ATTENDEES
2. APOLOGIES
3. CONFIRMATION OF MINUTES
4. MATTERS ARISING
5. ENTER ITEM TITLE (FOR NOTING OR DECISION)

Note that minutes do not need the detail of who said what – just the item and decision1. ENTER ITEM TITLE
2. GENERAL BUSINESS
3. ITEMS FOR NEXT MEETING
4. NEXT MEETING DATE / LOCATION
5. TIME OF CLOSURE
 | MOVED:SECONDED: | LIST ITEMS AND WHO [ ] (Indicate when done) |