

Meeting minutes

Meeting			
Date		Start / finish	
Location / online		Minutes style	☐ Action ☐ Discussion
Chair		Minute taker	
Attendees			
Apologies			
Distribution			

Agenda

Item	Topic	Lead

Discussion and decisions

Action minutes record the outcome of each item; discussion minutes also summarise the main points raised.

Item	Discussion / outcome	Decision

Action items

Every action with an owner and a due date. Carry open actions forward to the next minutes.

No.	Action	Owner	Due	Done
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐
11				☐
12				☐

Any other business

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Next meeting

Date / time		Location / online	
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Approved by (chair)

Date

Minute taker