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 decision   1. 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) |