## **[Organisation Name]**

### **Meeting Minutes**

**Meeting Title:** [Title or purpose of the meeting]

**Date:** [MM/DD/YYYY]

**Time:** [Start time] – [End time]

**Location:** [Physical location or virtual meeting platform]

**Attendees:**

* [Name 1, Position]
* [Name 2, Position]
* [Name 3, Position]
* ...

**Absentees:**

* [Name 1, Position]
* [Name 2, Position]
* ...

**Guest Speakers:** (if applicable)

* [Name 1, Topic]
* [Name 2, Topic]
* ...

### **Agenda:**

1. **Opening Remarks:**
   * [Brief summary of opening remarks, welcome notes, etc.]
2. **Approval of Previous Meeting Minutes:**
   * [Summary of approval or amendments to the previous meeting's minutes]
3. **Agenda Item 1: [Title of the agenda item]**
   * **Discussion:**
     + [Key points discussed, any data or presentations shared]
   * **Decisions:**
     + [Decisions made]
   * **Action Items:**
     + [Action Item 1] – Assigned to: [Name], Due: [Date]
     + [Action Item 2] – Assigned to: [Name], Due: [Date]
4. **Agenda Item 2: [Title of the agenda item]**
   * **Discussion:**
     + [Key points discussed, any data or presentations shared]
   * **Decisions:**
     + [Decision 1] – Moved: [Name], Seconded: [Name], Outcome: [“Carried”, or “Rejected”]
   * **Action Items:**
     + [Action Item 1] – Assigned to: [Name], Due: [Date]
     + [Action Item 2] – Assigned to: [Name], Due: [Date]
5. **New Business:**
   * [Any new topics or issues brought up during the meeting]
6. **Announcements:**
   * [Important announcements or updates]
7. **Next Meeting:**
   * **Date:** [MM/DD/YYYY]
   * **Time:** [Start time]
   * **Location:** [Physical location or virtual meeting platform]

### **Adjournment:**

* [Time meeting adjourned]

**Minutes Prepared By:**

* [Name], [Date]

**Approval:**

* [Approved by Name], [Date]