

TEMPLATES OF SUPPORTING DOCUMENTS (FOR ORGANISATIONS)

Meeting Minutes

[YOUR COMPANY NAME]
MEETING MINUTES

Opening

The regular meeting of [YOUR COMPANY NAME] duly called and held on [DATE] at [ADDRESS] commencing at [TIME].

Present were:

[LIST OF ATTENDEES]

With the approval of the directors present, [CHAIRMAN NAME] acted as Chairman of the meeting and [SECRETARY NAME] recorded the minutes.

1. Approval of Agenda

The agenda was unanimously approved as distributed.

2. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

3. Announcements

List of announcements made at the meeting. For example, new members, change of events etc.

4. Open Issues

Summarise the discussion for each existing issue, state the outcome and assign any action item.

5. New Business

Summarise the discussion for new issues, state the next steps and assign any action items.

6. Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at [TIME] by [PERSON]. The next general meeting will be at [TIME] on [DATE] in [PLACE].

Minutes submitted by: [NAME]

Approved by: [NAME]