|  |  |
| --- | --- |
| ***MEETING MINUTES***  \_ |  |

**ENGAGEMENT:** <engagement name>

**MEETING**: <meeting name / subject>

**DATE/LOCATION:** <date & location of meeting>

**ATTENDEES:** <attendee names>

**APOLOGIES:** <names for whom apologies received)

**FROM:** <author of minutes>

**DATE**: <date minutes distributed>

1. **<subject name>**

**Action 1.1**

**Action 1.2**

1. **<subject name>**

**Action 2.1**

**Action 2.2**

1. **<subject name)**

**Action 3.1**

**Action 3.2**

**4. <subject name)**

**Action 4.1**

**Action 4.2**

### Action Summary

| Action Ref. no | Action | Actionee | Date  Required |
| --- | --- | --- | --- |
|  |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| etc. |  |  |  |

### Date of Next Meeting

The next meeting will be held on <date> at <location>.