Meeting minutes

|  |  |
| --- | --- |
| **Title** |  |
| **Date** |  |
| **Location** |  |
| **Meeting Called by** |  |
| **Participants** |  |
| **Head of Meeting** |  |
| **Note Taker** |  |
| **Confidentiality** |  |
| **Duration** |  |

# Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no** | **Time allotted** | **Presenter** | **Topic** |
| 1. | … h … min |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Discussion and Conclusions

## Item 1

**Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presenter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussion:**

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**Conclusions:**

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**Action items and next steps:**

|  |  |  |
| --- | --- | --- |
| **Action to be taken** | **Person responsible** | **Due date** |
|  |  |  |
|  |  |  |

## Item 2

**Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presenter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussion:**

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**Conclusions:**

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**Action items and next steps:**

|  |  |  |
| --- | --- | --- |
| **Action to be taken** | **Person responsible** | **Due date** |
|  |  |  |
|  |  |  |

## Item 3

**Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presenter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussion:**

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**Conclusions:**

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**Action items and next steps:**

|  |  |  |
| --- | --- | --- |
| **Action to be taken** | **Person responsible** | **Due date** |
|  |  |  |
|  |  |  |

# Additional Notes: