MINUTES TEMPLATE

- 1. Title of Meeting
- 2. Date, Time, Venue
- 3. People present
- 4. Apologies for absence
- 5. Conflicts of Interest
- 6. Corrections to minutes of previous meetings
- 7. Actions relating to previous meetings (sometimes referred to as matters arising)
- 8. Items on the agenda
- 9. Items to be discussed and decided
- 10. Date, time and venue of the next meeting

Source: www.diycommitteeguide.org