Minutes

Facility logo here

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[Meeting Name]** | | | | **Our Ref:** |  |
| **[Meeting Location]** | | | | | |
| **Date:** |  | **Start Time:** |  | **End Time:** |  |
| **Teleconference Dial In:** |  | | | **PIN:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Meeting Opening** | | | |
|  | **Welcome:**  I acknowledge the traditional owners of this land that we meet on. I pay my respects to Elders past and present and any Elders who are meeting with us today. | | | |
|  | **Attendance:** | | | |
|  | **Name** | | **Role / Organisation** | |
|  | [Names of attendees] | | [Role / Organisation] | |
|  | **Apologies:** | | | |
|  | **Name** | | **Role / Organisation** | |
|  | [Names of attendees] | | [Role / Organisation] | |
|  | **Conflicts of Interest:** | | | |
|  | 1. [List] 2. [List] 3. [List] | | | |
|  | **Approval of Minutes:** | | | |
|  | [Describe…] | | | |
|  | **Other Business Arising:** | | | |
|  | 1. [List] 2. [List] 3. [List] | | | |
|  | **Action Log:** | | | |
|  | 1. [Action] 2. [Action] 3. [Action] | | | |
|  | **Issues for Discussion:** | | | |
|  | **[Issue Name]** | | | |
|  | **Discussion Notes:** | [Describe…] | | |
|  | **Action:** | **Responsible:** | | **Date:** |
|  | [Action] | [Responsible] | | [23/02/2015] |
|  | **[Issue Name]** | | | |
|  | **Discussion Notes:** | [Describe…] | | |
|  | **Action:** | **Responsible:** | | **Date:** |
|  | [Action] | [Responsible] | | [23/02/2015] |
|  | **Other Business:** | | | |
|  | **Notes:** | [Describe…] | | |
|  | **Action:** | **Responsible:** | | **Date:** |
|  | [Action] | [Responsible] | | [23/02/2015] |
|  | **Next Meeting:** | | | |
|  | [Details] | | | |