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] |