

Action-based meeting notes example

Date:

Present:

Apologies:

Time meeting opened:

Approval of previous meeting notes

Moved:

Seconded:

Clarification & amendments:

Approved: Yes/No

Business arising from previous minutes

Issue

Background

Action arising

By whom

By when

Reports

**Report
Enrolments**

Issue

Background

Action arising

By whom

By when

Finances

Projects

Other

Current items

Issue

Background

Action arising

By whom

By when

Next meeting date, time & venue

Meeting closed at: