

MEETING MINUTES

Attendees · discussion · decisions · action items · risks / issues · next meeting · Engineering · IT · Healthcare · Construction

Meeting Title	[Enter meeting title]	Date & Time	[DD Month YYYY, 00:00–00:00]
Location / Link	[Room / video link]	Chair	[Name / role]
Minute-taker	[Name / role]	Next Meeting	[DD Month YYYY, 00:00]

1. ATTENDEES & APOLOGIES

Present	Apologies	Distribution
[Names / roles]	[Names / roles]	[Names / distribution list]

2. TOPICS DISCUSSED

2.1 [Agenda item 1 title]

[Summary of the discussion — key points raised, options considered and any concerns. Keep it concise and factual.]

Decision: [record any decision made, or note that no decision was required].

2.2 [Agenda item 2 title]

[Summary of the discussion for this item.]

Decision: [record any decision made].

2.3 [Agenda item 3 title]

[Summary of the discussion for this item.]

Decision: [record any decision made].

3. DECISIONS LOG

#	Decision	Owner	Date
D-1	[Decision made and any conditions]	[Owner A]	[DD Mon YYYY]
D-2	[Decision made and any conditions]	[Owner B]	[DD Mon YYYY]
D-3	[Decision made and any conditions]	[Owner C]	[DD Mon YYYY]

4. ACTION ITEMS

Actions agreed in this meeting. The full, live list is maintained in the Action Items Tracker.

#	Action	Owner	Due	Status
A-1	[Action to be completed]	[Owner A]	[DD Mon]	In Progress
A-2	[Action to be completed]	[Owner B]	[DD Mon]	Not Started
A-3	[Action to be completed]	[Owner C]	[DD Mon]	In Progress
A-4	[Action to be completed]	[Owner D]	[DD Mon]	Complete

5. RISKS & ISSUES RAISED

- [Risk or issue raised in the meeting, with owner and any agreed next step.]
- [Risk or issue raised in the meeting, with owner and any agreed next step.]

6. NEXT MEETING

- Date & time: [DD Month YYYY, 00:00].
- Location / link: [room / video link].
- Provisional agenda items: [carry-over and new items].

7. APPROVAL

These minutes are a true and accurate record of the meeting.

Approved by	Role	Signature	Date
[Name]	[Role]	[Signature]	[DD Mon YYYY]