**MINUTES OF THE xxxxxx MEETING**

**Location, DATE**

|  |  |  |
| --- | --- | --- |
| **LIST OF PARTICIPANTS** | | |
| **First Name** | **Last Name** | **Organisation** |
| **Xx** | **Xx** | xx |
| **Xx** | **Xx** | xx |

**Apologies:**

**Name**, Company

**Name**, Company

**Name**, Company

**I. Agenda**

1. xxxx

2. xxxx

3. xxxx

* xx
* xx

**II. Minutes**

1. **xxxxxx**

text text tex

**Action:** action

**Action:** action

1. **xxxxxx**

text text tex

**Action:** action

**Action:** action

|  |  |  |
| --- | --- | --- |
| **LIST OF ACTIONS** | | |
| **Action** | **Person in charge** | **Timeline** |
| Xxxxx | Name | Date |
| Xxxxx | Name | Date |