
TEMPLATE NO 5: MINUTES OF MEETING (VERSION 1)

MINUTES OF MEETING OF [name of organisation] held on [date] at [venue]

Present: *[List names or number of people present]*

Apologies: *[List names of people who have apologized]*

Minutes of Previous Meeting: Approved by [name]
Seconded by [name]

Matters Arising: *[Note any matters arising and the decisions after discussion e.g. who was delegated to do what and within what timeframe]*

Financial Report: The financial report for the period [insert] was tabled and
Approved by [name]
Seconded by [name]
[Record any discussion here]

Business 1

Business 2

Business 3