
TEMPLATE NO 6: MINUTES OF MEETING (VERSION 2)**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:

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

ISSUE	DISCUSSION	OUTCOME	DATE BY

The meeting closed at *[insert time]*