[Organization name]

[Address]

MINUTES OF MEETING

No. ____ Date: ____ Place: ____

Meeting	
Time	from ____ to ____
Chair	
Secretary	
Present	
Absent	
Invited	

AGENDA

1.
2.
3.

1. [Agenda item]

Heard:

Discussed:

Decided:

2. [Agenda item]

Heard:

Discussed:

Decided:

ACTION ITEMS

No.	Action	Responsible	Deadline
1			
2			

3			

Chair	_____	/ _____ /
Secretary	_____	/ _____ /

How to fill it in

- **One file per meeting.** Number minutes in sequence so they can be referenced later.
- **Heard — Discussed — Decided** for every agenda item; the decision is written in full, the discussion in 2–5 lines.
- **Action items** need a responsible person and a deadline; if none was set, write "not set".
- **Signatures** make the minutes final. Keep the signed copy (scan or PDF) with the meeting materials.