

# ACTION MINUTES TEMPLATE

TYPE OF MEETING \_\_\_\_\_

DATE \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

THOSE PRESENT:

THOSE ABSENT:

DECLARATION OF INTERESTS:

STRATEGIC ISSUES with KEY DISCUSSION POINTS, RECOMMENDATIONS, PROPOSED ACTION STEPS and RESOLUTIONS	N O T E D	D I S C U S S E D	V O T E D	M O V E D  B Y	S E C O N D E D  B Y	A Y E	N A Y	A B S T A I N	FOLLOW UP REQUIRED / ACTIONS TO BE TAKEN	DUE DATES	THOSE RESPONSIBLE

COMMENTS/NOTES: