

# TEMPLATES OF SUPPORTING DOCUMENTS

## (FOR ORGANISATIONS)

### *Minutes: Template*

#### MEETING MINUTES

[YOUR COMPANY NAME]

---

#### Opening

The regular meeting of [YOUR COMPANY NAME] duly called and held on [DATE] at [ADDRESS] commencing at [TIME].

#### Present were:

[LIST OF ATTENDEES]

With the approval of the directors present, [CHAIRMAN NAME] acted as Chairman of the meeting and [SECRETARY NAME] recorded the minutes.

#### 1. Approval of Agenda

The agenda was unanimously approved as distributed.

#### 2. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

#### 3. Announcements

List of announcements made at the meeting. For example, new members, change of events etc.

#### 4. Open Issues

Summarise the discussion for each existing issue, state the outcome and assign any action item.

#### 5. New Business

Summarise the discussion for new issues, state the next steps and assign any action items.

#### 6. Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at [TIME] by [PERSON]. The next general meeting will be at [TIME] on [DATE] in [PLACE].

Minutes submitted by: [NAME]

Approved by: [NAME]