

Simple Minutes

<Project Name> - Minutes

- Meeting Name:** <name of meeting, e.g. 'Steering Committee meeting' >
- Meeting Date:** <insert date of meeting>
- Attendees:** <list people who were present>
- Apologies:** <list the people who sent their apologies to the meeting>
- In Attendance:** <list any guests or personnel in attendance during parts of the meeting>

Key Decisions and Action Points

#	Summary
1	<Name of Item> For each item summarise the key discussion and decision points. If there are any action points, highlight them so they are easily identified: Action Point: Describe action, who is responsible and when it is due

Items for Next Meeting Agenda

- List any items that need to be included in the agenda for the next meeting
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Next Meeting

Date:		Time:	
Venue:			