

FORMATS FOR MINUTES TAKING

Format 1

Purpose of the Meeting with time and date :

Chair :

Attendance : 1.

2.

3.

Agenda 1

Background

Discussion

Conclusion/Resolution/Recommendation/Decision

Action – Responsible person

Agenda 2

Background

Discussion

Conclusion/Resolution/Recommendation/Decision

Action – Responsible person

Agenda 3

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Closing time :