

NAME OF COMMITTEE

Aims & Objectives ( *This is usually one line and to the point* )

Present:.....

Apologies...(The names of people who are unable to attend go here)

Date.....

ITEM	ISSUE	DISCUSSION	ACTION	BY WHOM	DATE
Here the coding system usually starts with the year eg 02 and then continues numerically Eg: 02/1	The issues are notated in point form	Again, notated in point form	Noted in point form	The name of the person responsible for a particular action if there is one to be done.	This is noted when the action is completed.
Eg; 02/2			Not every discussion will result in an action required	In this case this section will remain blank	
Etc 02/3					

This template, once it is set up on the computer can be used for all minutes of meetings. Each new record of minutes has the number, name and details transcribed onto the next copy of minutes if an action is not completed. This item is addressed first before new agenda items. If it completed a record is made in the action section and the date completed noted. If not it continues to be transferred to the next agenda and so on until it is completed. This enables everyone even those members who were unable to attend to have a good record of discussions held.