**Meeting minutes**

|  |  |
| --- | --- |
| **Project XXXXXX** | |
| **Meeting subject** | xxxxxxx |
| **Date** | xxxxxxx |
| **Time** | xxxxxxx |
| **Location** | xxxxxxx |
| **Minutes by** | xxxxxxx |

|  |  |  |
| --- | --- | --- |
| **Attendees** | | |
| **Name:** | **Initials:** | **Company:** |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
|  |  |  |
| **Apologies** | | |
| **Name:** | **Initials:** | **Company:** |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
|  |  |  |
| **Distribution (all above plus)** | | |
| **Name:** | **Initials:** | **Company:** |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
| xxxxxx | XX | xxxxxxx |
|  |  |  |

| **Ref:** | **Description:** | **Action:** | **Due:** |
| --- | --- | --- | --- |
|  | **Item title** |  |  |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  |  |  |  |
|  | **Item title** |  |  |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  |  |  |  |
|  | **Item title** |  |  |
|  | xxxxxxxx | XX | dd/mm/yy |
|  | xxxxxxxx | XX | dd/mm/yy |
|  |  |  |  |

**Reference documents:**

* Xxxxxxx
* xxxxxxx

The above minutes of the meeting shall stand as recorded unless the originator receives comments within five calendar days.