

TEMPLATE EXAMPLE: Meeting Minutes

Meeting Information			
Project Name			
Meeting Name			
Meeting Purpose			
Venue			
Date		Time	
Facilitator		Scribe	
Meeting Attendees			
Apologies			
Minutes			
Work Health and Safety	<i>All meetings should start with a short (need to know) discussion on any unique WHS requirements associated with the venue, for example: location of emergency assembly point, location of nearest exit etc.</i>		
Previous Minutes	<i>If there has been a prior, related meeting, it may be appropriate to review, acknowledge and/or accept the previous minutes. It may also be appropriate to go through (discuss) action items from previous meeting(s).</i>		
Hazard Register Status	<i>If the meeting relates to an active engineering project, it may be appropriate to review the Hazard Register (e.g. Safe Design Hazard Register and Action List) to check the status of actions associated with hazard controls.</i>		
New Business (as per agenda)			
1.	Agenda Topic / Title here		<i>Initial of person(s) leading discussion on this topic</i>
Discussion	<i>Summarise discussion points here.</i>		
Conclusion	<i>Summarise outcomes and decisions here. NOTE: If an important decision has been made by the meeting participants, it may be necessary to obtain signatures from the decision-makers (participants) as a formal record of agreement.</i>		
Action Items	Responsible	Complete By	
<i>Action Item 1 described here.</i>	<i>Person(s) responsible for action(s)</i>	<i>Target / planned completion date</i>	
<i>Action Item 2 described here.</i>			
<i>etc. insert or delete rows as required.</i>			
2.	Agenda Topic / Title here		<i>Initial of person(s) leading discussion on this topic</i>
Discussion	<i>Summarise discussion points here.</i>		
Conclusion	<i>Summarise outcomes and decisions here.</i>		
Action Items	Responsible	Complete By	
<i>Action Item 1 described here</i>	<i>Person(s) responsible for action(s)</i>	<i>Target / planned completion date</i>	
<i>Action Item 2 described here</i>			
3.	Agenda Topic / Title here		
	<i>Insert agenda topics as required.</i>		
Meeting Close	<i>Record time that meeting ended</i>		
Next Meeting	<i>Provide details of the next meeting (when and where)</i>		