MEETING MINUTES FOR		
Meeting Objective:	Date: Location: Timings:	
Apologies or Replacement Attendees (with titles)	Location:	
Previous Minutes: Amends or Corrections:		
Approval of previous minutes:	Yes / No	
Announcements:	Made by:	
New handouts or briefing documents:	Brought by:	
Next Meeting Details		
Title: Objective: Date: Time: Location:		

Meeting Minutes Continuation Page

Date:	Meeting:	
	Details	Responsibility & Timescale