

Minutes of meeting

Meeting Type meeting name here

Date Type date here

Venue Type venue here

Attendees Type attendees here

By invitation Type names here

Apologies Type names here

[Agenda Topic]		
[Time allotted]	[Presenter]	
Discussion		
Conclusions		
Action items	Person responsible	Deadline
[Agenda Topic]		
[Time allotted]	[Presenter]	
Discussion		
Conclusions		
Action items	Person responsible	Deadline
[Agenda Topic]		
[Time allotted]	[Presenter]	
Discussion		

Conclusions		
Action items	Person responsible	Deadline

- Please note:**
- In order to add more lines to a Discussion, Conclusion or Action items, please select the whole line across all of the columns, hover over insert and select **'Insert Rows Below'**.
 - If you would like to insert a new **'Agenda Topic'**, select the whole Agenda Topic block including the Discussion, Conclusion and Action items and paste after the last Agenda Topic.