**Template (2)**

**Meeting Minutes Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| Entity Name |  | Meeting Time  | From: To: |
| Meeting Number |  | Meeting Date |  |
| Presiding chairperson  |  | Meeting Venue |  |
| Confidentiality Level | Normal - Confidential | Meeting Secretary |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| Board Members Meeting Attendees  |
| No.  | Name | Job Position | Entity | Attendance | Absentees  | Reason for Absence |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| Non-Board Members Meeting Attendees |
| No. | Name | Job Position | Entity |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| No. | Topic | Discussions |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| No. | Topic | Speaker |
| 1 |  |  |
| 2 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| No. | Speaker | Topic |
| 1 |  |  |
| 2 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| No. | Recommendations/Decisions | Implementing Entity |
| 1 |  |  |
| 2 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Data**  | **Members’ Data**  | **Topics Agenda** | **Reports to Showcase** | **New Tasks** | **Recommendations****/Decisions** | **Approval** |
| A copy was sent to all members and approval has been attained on all items thereof |
| No. | Board of Directors Secretary | Board of Directors’ Chairperson |
| Name |  |  |
| Signature |  |  |
| Date |  |  |