

After the meeting - Minutes for Action

Formal Minutes

Meeting Title		Date:
In attendance:	<ul style="list-style-type: none"> • ... • ... • ... • ... 	Apologies: <ul style="list-style-type: none"> • ... • ... • ...
Minutes of previous Meeting:		
Matters Arising from previous Meeting:		
Minutes 1. 2. 3. ...		
Next Meeting: Date and Place		

After the meeting - Minutes for Action

Informal Minutes: Type 1

<i>Issue</i>	<i>Action</i>	<i>Who</i>	<i>Date</i>
1.			
2.			
3.			
4.			
5.			

Type 1 Minutes are ideal for tracking issues

Informal Minutes: Type 2

Person A

	<i>Deadline</i>	<i>Issue</i>	<i>Action</i>
1.			
2.			
3.			
4.			

Person B

	<i>Deadline</i>	<i>Issue</i>	<i>Action</i>
5.			
6.			
7.			
8.			

Type 2 Minutes are ideal for tracking responsibilities