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| **[Meeting name] – Minutes**  **[DD Month YYYY] at [time]** | A close-up of a sign  Description automatically generated |

Action / Who

|  |
| --- |
| **Attending**: [Names of attendees]  **Apologies**: [Names of apologies]   1. **[Name] led in the Opening Prayer** 2. **[Discussion Item 1 name]**    1. [Sub-items if necessary] Decision and action: 3. **Discussion Item 2]**    1. [Sub-items if necessary] Decision and action: 4. **Other Matters**    1. Items for discussion at the next meeting 5. **Next Meeting** – [Day DD Month YYYY] at [time] 6. **[Name] led in the Closing Prayer** |