**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 | |  | |

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| **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 | |  | | | |  | | | |  | | |

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| **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 |  | | |  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |  | | |  | | |

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| **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 |  | | |  | | |