This template is provided as a sample to be modified as required.

|  |  |
| --- | --- |
| <Public Body Logo> | <Public Body Name><Public Body Division Name> |

**Meeting Minutes (Sample 1)**

|  |  |
| --- | --- |
| Meeting Date |  |
| Meeting Time |  |
| Meeting Location |  |
| Participants | Name, Organization, Role |
| Regrets | Name, Organization, Role |

|  |  |  |
| --- | --- | --- |
|  | **Topic** | **Notes** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. | Action Items |  |
| 5. | Next Meeting |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Items** | **Resource Name** | **Status/Timeline** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |