



FORM E: MINUTES TEMPLATE

Minutes of meeting for _____ (Company Name)

Date: _____ Time: _____ Location: _____

Chairperson: _____

Minute-Taker: _____

Documents tabled: _____

Present: _____

Apologies: _____

| Agenda Item | Key Points | Action | By Whom | When | Communication Strategy |
|-------------|--------------------------------------|--------|---------|------|------------------------|
| 1. | * * * * * * * * | | | | |
| 2. | * * * * etc. | | | | |

Source: TAFE Access Division "Communication for Business", 2000