

Human Resources Consulting Advisory

Minutes of Meeting

Date: _____ Time: _____

Location: _____ Facilitator: _____

Attendees: _____

Apologies: _____

1. Agenda

1. Welcome and Introductions
2. Previous Minutes Review
3. Key Discussion Points
4. Recommendations
5. Action Items
6. Next Meeting Date

2. Discussion & Key Notes

1. _____
2. _____
3. _____

3. Action Items

1. Action: _____ Responsible: _____ Deadline: _____
2. Action: _____ Responsible: _____ Deadline: _____
3. Action: _____ Responsible: _____ Deadline: _____

4. Next Steps & Next Meeting

1. Next Steps: _____
2. Next Meeting Date: _____ Time: _____
3. Location: _____

Name & Signature _____

Date _____

Document ID: _____
Prepared by: _____