

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: _____