# Tool B: Meeting agenda/minutes template

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| Name of organisation:  Department name:  Day and date:  Time of meeting:  Meeting location: | | | |
| Leader:  Recorder:  Time-keeper:  Facilitator:  Participants: | | | |
| Time | Method | Item | Aim / Action |
|  |  | 1. Clarify objectives |  |
|  |  | 2. Review roles  Leader  Recorder  Time-keeper  Facilitator/Advisor |  |
|  |  | 3. Review agenda |  |
|  |  | 4. Work through agenda items |  |
|  |  | 5. Review meeting record and summarise key points for communication to staff |  |
|  |  | 6. Plan next agenda |  |
|  |  | 7. Evaluate meeting |  |

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