

**PROJECT NAME**

**Minutes**

Meeting held on ‘day’ ‘date’ ‘month’ ‘year’ at ‘time’. In ‘room’, ‘building name’, ‘site’

**Present**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Initials** | **Department** | **Role** |
|  |  |  | Project Executive |
|  |  |  | Senior Supplier |
|  |  |  | Senior User |
|  |  |  | Project Manager |
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**In Attendance**

|  |  |
| --- | --- |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |

**Apologies received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Initials** | **Department** | **Role** |
|  |  |  |  |
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**Preliminary Items**

# Welcome and Introductions

1. The meeting was opened by the Chair who welcomed all to the meeting and highlighted the items from the agenda to be covered in the meeting.

# Apologies

1. ‘aa’ & ‘aa’ sent their apologies for being unable to attend the meeting.

# Matters Arising from previous meeting

1. There were no Matters arising from the previous meeting of ‘date of last meeting’.

# Minutes of the meeting of the ‘date of last meeting’

1. The minutes of the last meeting were accepted with no further comments and noted to be a true account of the meeting.

# Actions

1. The Board reviewed actions from the previous meeting and any carried forward from preceding meetings.
2. The updates of the actions are captured below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no.** | **Date raised** | **Action** | **Update** |
|  |  |  |  |
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1. Action 1 – ‘update’

**Major Topics**

# AAA

1. The Board/Team **received** the paper [‘*Name of Lead’*] Report’ (reference if available) presented by [‘*Name of Lead*’].

# AAA

1. aa.

# AAA

* 1. aa.

# AAA

1. aa.

# AAA

1. aa.

**Decisions & Approvals**

# Decisions made and approvals given at this meeting

1. The Board/Team **received** the **[**‘Name of Document]’paper (Reference if available) for approval presented by [‘*name of lead*’].
2. Xx

**Any Other Business (AOB)**

# Items raised outside of the agenda

## aa.

## aa.

**Actions Table**

# Actions

## Actions carried forward from previous meeting and new actions from this meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no.** | **Date raised** | **Action** | **By whom** |
|  |  |  |  |
|  |  |  |  |
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