**Appendix 7 – Meeting Minutes Template**



RMIT XXXXXXX |MINUTES

Meeting | time XX/XX/XXXX 17:30 –18:30 PM | Meeting location [Location]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | XXXXXXX | | Type of meeting | General | | Facilitator | XX XX | | Note taker | XX XX | | Timekeeper | XX XX | |  |  | | |  | | --- | | Attendees XX XX  XX XX  XX XX  XX XX (Via Phone) | |

# Agenda topics

Time allotted | xx mins | Agenda topic [Topic] | Presenter XX XX

| Action items | Person responsible | Deadline |
| --- | --- | --- |
|  | XX XX  XX XX | -  - |

Time allotted | xx mins | Agenda topic | Presenter XX XX

| Action items | Person responsible | Deadline |
| --- | --- | --- |
|  | XX XX  XX XX  XX XX  XX XX | -  -  -  - |

Time allotted | xx mins | Agenda topic [Topic]| Presenter All

| Action items | Person responsible | Deadline |
| --- | --- | --- |
|  | XX XX  XX XX | -  - |

Time allotted | xx mins | Agenda topic [Topic] | Presenter All

Time allotted | xx mins | Agenda topic [Topic] | Presenter XX XX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| | Action items | Person responsible | Deadline | | --- | --- | --- | |  | XX XX  XX XX  XX XX  XX XX | -  -  -  - | |

Time allotted | xx mins | Agenda topic [Topic] | Presenter All

| Action items | Person responsible | Deadline |
| --- | --- | --- |
|  | XX XX  XX XX | -  - |

Time allotted | xx mins | Agenda topic | Presenter All