**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 |
|  |  |

 |

|  |
| --- |
| AttendeesXX XX XX XXXX XXXX XX (Via Phone) |

 |

# Agenda topics

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

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

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

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

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

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

 |

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

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

Time allotted | xx mins | Agenda topic | Presenter All