Meeting Minutes Approval

Prepared by the secretary, approved by members and signed by the chairperson.

ORGANISATION / COMMITTEE

MEETING TYPE

DATE

TIME

VENUE / MODE

PRESENT

LEAVE OF ABSENCE

QUORUM PRESENT?

CHAIRED BY

Proceedings

AGENDA ITEMS AND DISCUSSION

RESOLUTIONS / DECISIONS

Action items

Action	Owner	Due

NEXT MEETING

For companies, minutes of board and general meetings must be signed by the chairperson within 30 days of the meeting, as section 118 of the Companies Act, 2013 and Secretarial Standards require, and kept at the registered office.

Member review

- ○ Approved as recorded
- ○ Approved with corrections below

CORRECTIONS

Secretary

SIGNATURE

PRINTED NAME

DATE

Chairperson

SIGNATURE

PRINTED NAME

DATE