

MINUTES OF THE MEETING OF [CENTRE/COMPANY/ORGANISATION] FORMING PART OF [BOARD/COMMISSION/...] OF THE [NAME OF PROJECT] PROJECT

Session number: [session number]

Date: On [day] [month] [year]

Start time: [start time]

Finish time: [finish time]

Place: [place]

Members

Present:

[Name and surnames], position

[Name and surnames], position

[Possibility to include all members present at the meeting]

Apologies/absences [if any]:

[Name and surnames], position

[Name and surnames], position

[Possibility to include all members sending apologies]

Agenda

1. Reading and approval of minutes of previous meeting
2. [1st agenda item]
3. [2nd agenda item]
4. [Possibility to include more items]
5. Open question and answer session

Development of the Meeting

1. The [most senior person present, for example, the Chair] declares the meeting open and asks the Secretary to read the minutes of the previous meeting.
2. [In the following points, the issues discussed and debated at the meeting should be summarised chronologically].
3. Open question and answer session
4. [Summary of issues discussed when in the open question and answer session].

Resolutions

1. The minutes of the previous meeting are unanimously approved by the meeting.
2. [Summary of the resolutions approved at the meeting].

[Name and surnames of the Secretary] adjourns the session, of which, as Secretary I record this motion.

[official logos: project, organising centre...]

Secretary
[signature]

Seen and approved
[Most senior person present, for example, the Chair]
[signature]