# *Name of the meeting*

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** |  | **Participants** |  |
| **Facilitator** |  |
| **Location** |  |
| **Date** |  |

## Objectives of the meeting

* *This section should be a one paragraph summary about the meeting context.*

## Speaking points/key messages

* *This section should condense the key messages and issues of the meeting, including the conclusion or recommendation.*

## Additional meeting-relevant section(s)

* + *Add up sections relevant to the affairs raised during the meeting.*

## Annexes

*For example:*

* Agenda
* Print screens/Photos
* Legal documents
* Reports
* Reference documents