# MEETING MINUTES NO. {xx}

Meeting date: 27th April 2023 Meeting time: 9.00 PM

Meeting venue: Skype Platform

## MEETING INFORMATION

|  |  |
| --- | --- |
| **ATTENDEES** |  |
| * Name (Designation)
* Name (Designation)
* Name (Designation)
 |  |
| **APOLOGIES** |  |
|  [None/ list the names of those who informed their inability to attend the meeting and the provided excuse] |
| **MINUTES OF PREVIOUS MEETING** |  |

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| TOPIC | RESPONSIBILITY | TIMELINE |
|  [Topic #01] | [Name (Designation)] | [Time] |
| [Topic #02] |  [Name (Designation)] | [Time] |
|  [Topic #03] | [Name (Designation)] | [Time] |
| [Topic #04] | [Name (Designation)] | [Time] |

**DISCUSSION**

|  |  |
| --- | --- |
| ITEM | TOPIC |
| 1. |  [Topic #01][describe in point form, avoid ambiguity, mention names and designations accurately, avoid language/grammar inaccuracies] |
| 2. |  [Topic #01] [describe in point form, avoid ambiguity, mention names and designations accurately, avoid language/grammar inaccuracies] |
| 3. |  [Topic #01][describe in point form, avoid ambiguity, mention names and designations accurately, avoid language/grammar inaccuracies] |
| 4. |  [Topic #01][describe in point form, avoid ambiguity, mention names and designations accurately, avoid language/grammar inaccuracies] |
| 5. | **ADJOURNMENT** Since there were no other topics to be discussed, [name], [designation] of AISELA, adjourned the meeting at [time]. |

**CLARIFICATION**

|  |  |
| --- | --- |
| **Minutes prepared by*** [name], [designation], AISELA
 |  |
| **Minutes approved by*** [name], designation], ELSL
 |  |
| **NEXT MEETING** | [mention the date assigned for the next meeting] |