# 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] |