JAMII PROJECTS HUB

Public printable form | Field and meeting use

GROUP MEETING MINUTES FORM

Record agenda, decisions, and actions from a group meeting.

Purpose: Meeting records | Access: Public | Version 1 | Issued 02/11/2026

Instructions: complete this blank form clearly in ink. Keep private personal details with the authorized group or project record.

Meeting minutes

GROUP / COMMITTEE NAME

MEETING DATE

VENUE

CHAIRPERSON

AGENDA

DECISIONS AGREED

ACTIONS: WHO AND BY WHEN

CHAIRPERSON SIGNATURE

SECRETARY / RECORDS KEEPER SIGNATURE