

# LEADERSHIP FOR LIFE AWARD

Photocopy this sheet and use it to record all your meeting minutes

## MINUTES OF MEETING AND REPORT ON TEAMS ACTIVITIES

<b>Group:</b>	<b>Date / Time:</b>
<b>Venue:</b>	<b>Present:</b>
<b>Apologies:</b>	
<b>Feedback on tasks identified at last meeting:</b>	
<b>Other important matters for discussion:</b>	
<b>Tasks for next meeting:</b>	<b>Person responsible for doing it:</b>
<b>Agenda for next meeting:</b>	
<b>Date &amp; Time of next meeting:</b>	<b>Venue:</b>