

# eG Meeting Minutes Template



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**[ORGANISATION]****Board Meeting****Held [ADDRESS]****[DATE]**

**Meeting Open:** The Chair, [name], declared the meeting open at [time] and that a quorum was present.

**Present:**

**In Attendance:**

**Apologies:**

**Declaration of Interests:**

*Declaration of directors' interests*

[Name of individual director] declared that s/he had an interest in [Explanation].

[Name of individual directors] declared that [Explanation] which might affect their relationship with [Organisation] regarding matters to be discussed during the meeting

*Director trading activity (applicable to public listed companies only)*

<b>Minutes of the Previous Meeting</b>	<b>Action:</b>
<b>Business Arising from the Minutes</b>	<b>Action:</b>
<b>Action List</b>	
<b>Matters for Decision</b>	<b>Action:</b>
<b>CEO's Report</b>	<b>Action:</b>

<b>Items for Noting</b>	
Noted	
<b>Confidential Business</b>	
<i>The meeting closed at [TIME]</i>	
Signed by the Chair: _____ Dated: __/__/__	

**Action List – Meeting of [DATE]**

Meeting	Action	Status	Who	By When

**ATTACHMENT A**  
**Confidential Business**