Meeting minutes for

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **{Title}** | | **{dtStartDate}** | |
|  |

|  |  |
| --- | --- |
| **Meeting Location** | {Location} |
| **Meeting Purpose** | {DescriptionPlain} |
| **Owner** | {Owner.Name} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Sessions** |  |  |  |  |
| {@PreviousSessions} **Date and Time** | **Actions Overdue** | **Actions Outstanding** | **Actions Complete** | **Decisions** |
| {StartDateString} | {Overdue} | {Outstanding} | {Complete} | {Decision} |

|  |  |
| --- | --- |
| **Session: {Strapline}- {dtStartDate}, {StratTime}-{EndTime}** | |
| **Invited** | {Participants.Name} |
| **Attended** | {Attended.Name} |
| **Apologies** | {Apologies.Name} |
| **Delegates** | {Delegated.Name} |
| **No Show** | {NoShow.Name} |

| **Minutes** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| {@Actions}[SubRow]**Type** | | **Title** | **Description** | **Due Date** | **Assignee** | **Status** | **Response** |
| {Type} | {Child\_Type} | {Title} | {DescriptionPlain} | {DueDate} | [SplitRow=3]{AssignedTo.Name}{Children.AssignedTo} | {Status}{Children.Status} | {ResponseCommentPlain}{Children.ResponseCommentPlain} |
| {Name} | {Status} | {Response} |