**Sample Meeting Minutes Template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for their meeting minutes.*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**Ordinary Meeting Minutes**

**[Click to enter a date]**

Conducted at Insert venue – commencing at Insert time.

Presiding Chairperson Click or tap here to enter text. *(If the or LDMG Chair / DDMG Chair is absent, state “In the absence of the Chairperson, Deputy Chairperson Insert Deputy Chairperson name assumed the role of the Chairperson of the LDMG/DDMG for this meeting”).*

|  |  |
| --- | --- |
| **Responsible Agency** | |
| **Welcome and Apologies** |  |
| The Chair opened the meeting at Insert time, noting the apologies |  |
| 1. **Minutes, Resolution Statement, and business arising from previous meeting** |  |
| Capture main discussion points  **Resolution:**  Capture resolution |  |
| 1. **Presentation/Training:** Insert name of presentation, presenter, agency |  |
| Insert presenter name presented to members on overview/training session on Insert presentation theme  Note key messages  Note if any documents were handed out to members  **Resolution:**  Capture resolution |  |
| 1. Insert title of agenda item*(NB: This should correspond with the Meeting Brief)*   **Resolution:**  Capture resolution |  |
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| 1. **Other business** |  |
| Document any other business that arises and any resolutions |  |
| 1. **Next Meeting** |  |
| Click or tap to enter a date | All members |

Meeting closed: Insert time

Attendance Sheet attached.