



**East Gippsland Shire Council**

**Event Management Toolkit**

# MEETING MINUTES TEMPLATE

## **[Event/Festival Name]** **Meeting Minutes** **[DATE]**

### **Opening**

The regular meeting of the [Event/Festival Name] was called to order at [time] on [date] in [location] by [Facilitator Name].

### **Present**

[Attendee names]

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

### **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

## Open Issues

Summarise the discussion for each existing issue, state the outcome, and assign any action item.

[illegible]

## New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

Issue	Next Steps Required	Action Items

## Agenda for Next Meeting

List the items to be discussed at the next meeting

Item	Notes

## Adjournment

Meeting was adjourned at [\[time\]](#) by [Facilitator Name]. The next general meeting will be at [\[time\]](#) on [\[click to select date\]](#), in [\[location\]](#).

Minutes submitted by: [\[Name\]](#)

Approved by: [\[Name\]](#)