**Block 1, Assessment 3, Part 3: Minutes**

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| **Student Name** |  |

**Instructions**

Write the minutes notes from the notes you made during the meeting. The minutes must align with the **XYZ Legal Communications Policy**.

Use the **Minutes template** to guide your work.

## Minutes template

|  |
| --- |
| Meeting Title |

|  |  |  |
| --- | --- | --- |
| Date | Meeting Time | Meeting Location |

|  |  |
| --- | --- |
| Meeting called by | *Name* |
| Type of meeting | *Type of meeting* |
| Facilitator | *Facilitator name* |
| Note taker | *Note taker name* |
| Timekeeper | *Timekeeper name* |
| Attendees | *Attendees* |

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| --- |
| Agenda Topic 1 |

|  |  |
| --- | --- |
| Time allotted | Presenter |
| Discussion | *Enter discussion* |
| Conclusions | *Enter conclusions* |

|  |  |  |
| --- | --- | --- |
| Action Items | Person Responsible | Deadline |
| Action item 1 | *Presenter Name* | *Date | time* |
| Action item 2 | *Presenter Name* | *Date | time* |

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| Agenda Topic 2 |

|  |  |
| --- | --- |
| Time allotted | Presenter |
| Discussion | *Enter discussion* |
| Conclusions | *Enter conclusions* |

|  |  |  |
| --- | --- | --- |
| Action Items | Person Responsible | Deadline |
| Action item 1 | *Presenter Name* | *Date | time* |
| Action item 2 | *Presenter Name* | *Date | time* |

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| --- |
| Agenda Topic 3 |

|  |  |
| --- | --- |
| Time allotted | Presenter |
| Discussion | *Enter discussion* |
| Conclusions | *Enter conclusions* |

|  |  |  |
| --- | --- | --- |
| Action Items | Person Responsible | Deadline |
| Action item 1 | *Presenter Name* | *Date | time* |
| Action item 2 | *Presenter Name* | *Date | time* |

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| Agenda Topic 4 |

|  |  |
| --- | --- |
| Time allotted | Presenter |
| Discussion | *Enter discussion* |
| Conclusions | *Enter conclusions* |

|  |  |  |
| --- | --- | --- |
| Action Items | Person Responsible | Deadline |
| Action item 1 | *Presenter Name* | *Date | time* |
| Action item 2 | *Presenter Name* | *Date | time* |