**Example: Minutes of the board meeting**

**Tuesday 31 March 2020, 10.00 – 12.00**

**Board Room, Trust Headquarters,**

**Attendees: SM, AC, TM, FL**

**Apologies: JR, RW**

*[Names to be written in full in final minutes]*

|  |  |
| --- | --- |
| 1. Welcome and introductions | [Initials of action lead] |
| *[Space for your notes]* |  |
| 1. Previous actions |  |
| *[Write in previous actions ahead of the meeting so you can fill in updates against them easily].* |  |
| 1. Update on COVID-19 |  |
|  |  |
| 1. AoB |  |
|  |  |