Meeting Minutes Guide

In here write when your meeting was

Time and date of the meeting:

Eco-Committee members present:

Every committee member should sign here to show who was present.

Eco-Committee members not present:

What was discussed:

Write down the most important things you talked about in this box.

Next steps:

This box is to record what the Eco-Committee needs to do before the next Eco-Committee meeting.

When and where is the next meeting?

Unfortunately, everyone will not always be able to attend, record the members not present here.

This is to arrange the time, date and location of your next meeting.

www.eco-schools.org.uk