

Communication

Template for agenda

Meeting minutes – Clear, easy to understand, transparent.	
School/school unit:	
Meeting purpose:	
Meeting date:	
Meeting time:	
Meeting location:	
Meeting facilitator:	
Attendees/absentees:	
Minutes recorded by:	

Template for minutes of the meeting

Next steps	Assigned to	Due date
1		
2		
3		
4		

Meeting agenda
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Decisions made
1. 2. 3. 4. 5.

Discussion
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Left overs: (postponed until the next meeting)
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