

Decisions and follow-up

Optional handover for your existing minutes and action process.

BLANK TEMPLATE | DRAFT FOR REVIEW | Using this layout does not approve minutes or send messages.

Meeting / date	Source status
[Meeting and local date]	[Approved minutes / unconfirmed notes; source locator]

Decisions and conditions

[Record only supported decisions. Distinguish conditions retained, changed and not resolved. Name uncertainty if the minutes are unapproved.]

Actions for the normal record

Owner	Deliverable	Due / basis
[Source-assigned role]	[Specific supported commitment]	[Date and source]
[Source-assigned role]	[Specific supported commitment]	[Date and source]

Follow-up message draft

[Owner], the [approved record and date] requests [deliverable] by [due date]. Please provide [evidence or clarification], or identify what remains unresolved. [Preserve any condition that still applies.]

Review before use

Confirm the decision status, owner and date against the source. Keep unresolved points visible. Review the message before sending and use the organisation’s established official record.