

D. Owners' Meeting Minutes Template

*(Date, Time
Place of Meeting)*

Present:				
Item	Subject	Discussion	Action – By Whom	Target
1.	Apologies			
2.	Agreement of Previous Points (if applicable)			
3.	Actions from Previous Meeting (if applicable)			
4.	Headings etc. as required			
9.	Any Other Business			
	Date of Next meeting			

Circulation:

As noted