

MEETING MINUTES OF "[INSERT DESCRIPTION OF MEETING HERE]" :

Date: "[Insert Meeting Date Here]"

Time: "[Insert Meeting Time Here]"

Venue: "[Insert Meeting Venue Here]"

Present:

Full Name	Email Address	Contact No.
"[Insert Name Here]"	"[Insert Email Here]"	"[Insert Number Here]"
"[Insert Name Here]"	"[Insert Email Here]"	"[Insert Number Here]"
"[Insert Name Here]"	"[Insert Email Here]"	"[Insert Number Here]"

Apologies Register:

Full Name	Email Address	Contact No.
"[Insert Name Here]"	"[Insert Email Here]"	"[Insert Number Here]"

Absent:

Full Name	Email Address	Contact No.
"[Insert Name Here]"	"[Insert Email Here]"	"[Insert Number Here]"

1. Meeting Preliminaries:

Action:

- 1.1. Welcome and call to order
- 1.2. Changes to agenda and approval
- 1.3. XXXXXXXX XXXXXXXX XXXXXXXX
- 1.4. XXXXXXXX XXXXXXXX XXXXXXXX
- 1.5. "[Insert Additional Item Here]"

2. XXXXXXXX XXXXXXXX:

Action:

- 2.1. Finalisation of Shareholders' Agreement
- 2.2. XXXXXXXX XXXXXXXX XXXXXXXX
- 2.3. XXXXXXXX XXXXXXXX XXXXXXXX
- 2.4. "[Insert Additional Item Here]"

3. XXXXXXXX XXXXXXXX:

Action:

- 3.1. Appointment of Auditor
- 3.2. XXXXXXXX XXXXXXXX XXXXXXXX
- 3.3. XXXXXXXX XXXXXXXX XXXXXXXX
- 3.4. "[Insert Additional Item Here]"

4. XXXXXXXX XXXXXXXX:

Action:

- 4.1. Portfolio Management
- 4.2. XXXXXXXX XXXXXXXX XXXXXXXX
- 4.3. XXXXXXXX XXXXXXXX XXXXXXXX
- 4.4. "[Insert Additional Item Here]"

5. General:

Action:

- 5.1. "[Insert General Item Here]"
- 5.2. "[Insert General Item Here]"
- 5.3. "[Insert General Item Here]"

6. Next Meeting:

Action:

The next meeting will be held on:

"[Insert Date, Time and Place of Next Meeting Here]"