

Additional support material

The following may be useful in providing a structure for meetings and recording of same. Copies of meeting records can also be included in the portfolio of evidence.

Sample meeting record:

<u>Health promotion team meeting record -</u>	
Agenda/Priority Area/s:	Date:
Present:	
Apologies:	
Items discussed:	
<ul style="list-style-type: none">••••	
Decisions/Actions agreed:	
<ul style="list-style-type: none">•••	
Who will do what in advance of the next meeting?	
<ul style="list-style-type: none">•••	
Items for discussion at the next meeting	

-
-
-
-

Date of next meeting: