This template is provided for any networks that wish to keep their own record of meeting minutes, **however it is important to note that there is no requirement for networks to do so and they do not need to be provided to MHPN**.

|  |  |
| --- | --- |
| **Network Meeting Details** | |
| **Network name and code** |  |
| **Meeting date and time** |  |
| **Attendees** |  |
| **Apologies** |  |
| **Minutes taken by** |  |

|  |  |  |
| --- | --- | --- |
| **Previous Action Items** | | |
| **Action Item** | **Person Responsible** (MHPN / Coordinator /  Member Name) | **Action By Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Agenda Items** | | | |
| **Topic** |  | | |
| **Discussion** | | | |
|  | | | |
| **Action Item** | | **Person Responsible** (MHPN / Coordinator /  Member Name) | **Action By Date** |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** |  | | |
| **Discussion** | | | |
|  | | | |
| **Action Item** | | **Person Responsible** (MHPN / Coordinator /  Member Name) | **Action By Date** |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** |  | | |
| **Discussion** | | | |
|  | | | |
| **Action Item** | | **Person Responsible** (MHPN / Coordinator /  Member Name) | **Action By Date** |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** |  | | |
| **Discussion** | | | |
|  | | | |
| **Action Item** | | **Person Responsible** (MHPN / Coordinator /  Member Name) | **Action By Date** |
|  | |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Details** | | |
| **Date & time** |  | |
| **Venue** |  | |
| **Topic** |  | |
| **Speaker(s)** |  | |
| **Meeting Organisation / Preparation Tasks** (ie. Booking venue or speaker, organising catering, etc.) | | **Person Responsible** (MHPN / Coordinator /  Member Name) |
|  | |  |
|  | |  |
|  | |  |
|  | |  |