

# Attachment: Compose post meeting documentation

|                               |                        |
|-------------------------------|------------------------|
| Number of methodological Tool | EUPA_LO_025_M_001      |
| Number of attachment          | EUPA_LO_025_M_001_Att1 |

## Written exercise

1. A minutes template  
(see next page)

|   |   |
|---|---|
|   | [Meeting Title]<br>[Meeting Date]<br>[Meeting Time]<br>[Meeting Location] |
| <b>Meeting called by:</b><br><b>Type of meeting:</b><br><b>Facilitator:</b><br><b>Note taker:</b><br><b>Timekeeper:</b> |   |
| <b>Attendees:</b>   |   |
|   | <b>Agenda topics</b>  |



|                 |  |                     |  |               |
|-----------------|--|---------------------|--|---------------|
| [Time allotted] |  | [Agenda topic 1]    |  | [Presenter 1] |
| Discussion:     |  |                     |  |               |
|                 |  |                     |  |               |
| Conclusions:    |  |                     |  |               |
|                 |  |                     |  |               |
| Action items:   |  | Person responsible: |  | Deadline:     |
|                 |  |                     |  |               |
|                 |  |                     |  |               |
| [Time allotted] |  | [Agenda topic 2]    |  | [Presenter 2] |
| Discussion:     |  |                     |  |               |
|                 |  |                     |  |               |
|                 |  |                     |  |               |
| Action items:   |  | Person responsible: |  | Deadline:     |
|                 |  |                     |  |               |
|                 |  |                     |  |               |

*[These attachments can be found in electronic format on the enclosed CD]*

