Meeting Details

Date	Time	Duration
DD/MM/YYYY	Example: 10:30 AM	Example: 60 minutes

Location	Chair	Secretary
Insert meeting location	Insert name	Insert name

Meeting Purpose
Insert details

Attendees check boxes to be checked after the meeting.

Requested Attendees ⊠ = Present			
☐	Insert name	☐	Insert name
☐	Insert name	☐	Insert name
☐	Insert name	☐	Insert name
☐	Insert name	☐	Insert name

Summary Meeting Preparation

Who	Refer to Agenda Item
Insert name	Insert Agenda Item #
Insert name	Insert Agenda Item #
Insert name	Insert Agenda Item #
Insert name	Insert Agenda Item #
Insert name	Insert Agenda Item #

Document Owner: Admin

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™
FOR SMALL BUSINESS

HR Toolkit™
FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients
A complete HR Toolkit for small business to create and maintain your HR fundamentals.	HR Toolkit for Small Business, but made for HR consultants with the following differences:

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.

New Agenda Item #2

Topic Lead	Topic Description
Insert name	Insert details
Allotted Time for Topic	**Desired Outcome of Discussion**
Insert time	Insert details
Preparation Required	**By Whom**
Insert name	Insert time

OUTCOME

Status: ***D*** *= Decision Reached* ***A*** *= Action Required* ***C*** *= Comment/Discussion*

Status	Decision Reached or Comments/Discussions Details	
Example: A		
If Follow-Up Action Required		
Who	**What**	**Target Date**
Insert name	Insert details	DD/MM/YYYY
Insert name	Insert details	DD/MM/YYYY

Document Owner: Admin

Last Updated: <insert date>

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HRToolkit™
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- Pricing.

New Agenda Item #4

Topic Lead	Topic Description
Insert name	Insert details
Allotted Time for Topic	**Desired Outcome of Discussion**
Insert time	Insert details
Preparation Required	**By Whom**
Insert name	Insert time

Status: **D** *= Decision Reached* **A** *= Action Required* **C** *= Comment/Discussion*

Status	Decision Reached or Comments/Discussions Details	
Example: A		
If Follow-Up Action Required		
Who	**What**	**Target Date**
Insert name	Insert details	DD/MM/YYYY
Insert name	Insert details	DD/MM/YYYY

Document Owner: Admin

Last Updated: <insert date>

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HR Toolkit™
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- Pricing.

Status	Decision Reached or Comments/Discussions Details	
Insert name	Insert details	DD/MM/YYYY

Item # Insert next sequential number after last new agenda item

Topic Description
Insert details

OUTCOME

Status: **D** *= Decision Reached*   **A** *= Action Required*   **C** *= Comment/Discussion*

Status	Decision Reached or Comments/Discussions Details	
Example: A		
If Follow-Up Action Required		
Who	**What**	**Target Date**
Insert name	Insert details	DD/MM/YYYY
Insert name	Insert details	DD/MM/YYYY

Document #: **AA-ALL-4560-M-1.0**

Document Owner: Admin

Last Updated: <insert date>