

## Board Meeting Minutes Template (South Africa)

Organization Name:

Meeting Type:

Date:

Time:

Location / Online Platform:

Chairperson:

Minute-Taker:

Present:

Apologies:

Agenda Items:

1. Welcome and Quorum Check
2. Approval of Previous Minutes
3. Matters Arising
4. Reports Presented
5. Key Resolutions
6. New Business
7. Next Meeting Date
8. Closure

Chairperson Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_