

Board Meeting Minutes Checklist (South Africa)

- ☐ Include meeting date, time, and location
- ☐ List all attendees and apologies
- ☐ Confirm quorum was met
- ☐ Review and approve previous minutes
- ☐ Summarise all discussions without bias
- ☐ Clearly state resolutions passed
- ☐ Record assigned actions and deadlines
- ☐ Confirm next meeting date
- ☐ Have minutes signed and dated by Chairperson
- ☐ Retain signed copy for 7 years