

Date of meeting:

Who was there:

Action Plan for:	Do by:	
Things that need to be done	Who will do it?	Done
 train tickets	Fred	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Any other things: 		