The Big House Project
Document: Minutes Template
Version: 1.0—30/03/2022

This document forms part of a package of ratified policy documents, that are intended to be read in conjunction with the "Associate Membership Agreement". The documents may be updated from time to time by the project's Decision Making Process. The full set of supporting documents includes, but is not limited to: the "Membership Process", "Decision Making Process", "Meeting Procedure", "Minutes Template" and the "Spending Policy". We wish to credit Earthsong Eco-Neighbourhood for the basis of these documents, adapted under Creative Commons 4.0 BY NC SA, and these documents are released on the same terms.

The Big House Project
MINUTES of [CIRCLE NAME] MEETING on [DATE]

Started at: venue:
Members present:
Apologies:
Facilitator: **Co-facilitator:** **Minute-taker:**
Observers:

Welcome: any observers or new members.

Minutes of Previous Full Meeting of [DATE] read and confirmed.
(If any changes are required to the previous minutes record them here).

PASSED: X green

Correspondence Inwards:
Correspondence Outwards:

Announcements:

Item name

Brief summary of of item presented by the sub-circle. (Minutes to be succinct but with enough background to give context to the decisions). Note any action to be taken by named members (for sub-circles).

Proposal: that [such and such **PASSED** X green, Y .blue etc

To do:

Action: [Member name] [Description of task to do]. (for sub-circles)

Outstanding matters

This list is cumulative from previous minutes (for sub-circles).

The meeting concluded at [time]

Next meeting: **Date & Time:**
Venue:
Facilitator:

NB: Save documents in PDF format, or failing that .doc format. Filename format is TBH Minutes FC/OM/LF 2021-12-30.pdf