

## Meeting Minutes: Sample Format

The following is a format to create meeting minutes. Someone other than the chairperson should handle this responsibility. The agenda informing the minutes below is on page two.

### Meeting Minutes Protection Working Group (PWG)

Working Group: PWG

Date and time of meeting: Monday, March 10, 2014, 13h30-15h00

Location of meeting: UNHCR Conference Room, Amman, Jordan

Members present: (list all members that attended meeting)

Members absent: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Chairperson: PWG Coordinator

Reading and Approval of Minutes: (specify date of minutes approved at previous meeting)

Agenda Item #1: Report from GBV Workshop including next steps

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #2: Present updated registration platform

Discussion:

Action:

Agenda Item #3: Present protection needs assessment concept paper

Discussion:

Action:

Agenda Item #4: Present and agree child protection referral pathways

Discussion:

Action:

Agenda Item #5: Confirm participants for high-level delegation briefing

Discussion:

Action:

Agenda Item #6: AOB #1

Discussion:

Action:

Agenda Item #7: AOB #2

Discussion:

Action:

Announcements: (list any announcements made)

Future agenda items: (list any agenda items suggested for the next meeting)

Next meeting: (list date/time/location of the next meeting)

Minutes prepared by: (circulate draft minutes within one week)