**Employer Advisory Boards Guidance**

**Action and outcome template**

Employers typically prefer brief, clear, concise actions and outcomes from meetings, as opposed to detailed minutes of discussions. This can vary according to sector however so please feel free to amend this according to your sector preferences.

**Group:**

**Meeting date:**

**Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Person responsible** | **Deadline** | **Outcome** |
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