

NOTES TAKEN AT A MEETING WITH STAFF

TYPE OF MEETING – please circle	
Investigation	Suspension
Disciplinary	Appeal
Grievance	Other

Date held	Meeting Start Time	Meeting Adjourn Time	Meeting Restart Time	Meeting End Time
Employee First Name	Employee Surname	Job Title		
Manager First Name	Manager Surname	Job Title		
Colleague First Name	Colleague Surname	Job Title		
Management Note Taker	Manager Surname	Job Title		

State reason for the meeting

Speaker initials	Summary of what was said.

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Follow up sheet from Page 1.

Speaker initials	Summary of what was said.



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