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[Your Organization Name]

[Meeting Notes]

[Date of Meeting]

Meeting Details:

Meeting Date: [Date]

Meeting Time: [Start Time] to [End Time]

Meeting Location: [Location/Conference Room]

Attendees:

[Name of Attendee 1] - [Title/Role]

[Name of Attendee 2] - [Title/Role]

[Name of Attendee 3] - [Title/Role]

[Name of Attendee 4] - [Title/Role]

[Name of Attendee 5] - [Title/Role]

... [List all meeting attendees]

Agenda:

[Agenda Item 1]

[Agenda Item 2]

[Agenda Item 3]

[Agenda Item 4]

... [List all agenda items]

Meeting Notes:

[Include detailed notes for each agenda item discussed during the meeting. Use bullet points or numbered lists for clarity. Include key points, decisions, action items, and any relevant discussions.]

1. [Agenda Item 1]

[Discussion points and key highlights]

[Decisions made]

[Action items assigned]

2. [Agenda Item 2]

[Discussion points and key highlights]

[Decisions made]

[Action items assigned]

3. [Agenda Item 3]

[Discussion points and key highlights]

[Decisions made]

[Action items assigned]

4. [Agenda Item 4]

[Discussion points and key highlights]

[Decisions made]

[Action items assigned]

Action Items:

[Summarize the action items discussed during the meeting. Include the responsible person's name, deadline, and any relevant details.]

[Action Item 1]

Responsible: [Name of Responsible Person]

Deadline: [Date/Time]

[Action Item 2]

Responsible: [Name of Responsible Person]

Deadline: [Date/Time]

[Action Item 3]

Responsible: [Name of Responsible Person]

Deadline: [Date/Time]

Next Meeting:

[Specify the date, time, and location of the next meeting, if applicable.]

Adjournment:

[Include any final remarks or comments made by the meeting chair or attendees.]

Meeting Minutes Prepared By:

[Name of Meeting Minutes Recorder]

Approved By:

[Name of Meeting Chair or Authorized Signatory]

[Date of Approval]

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