**Progress Review Panel meeting minutes template**

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| **Date**  |   |
| **Time**  |   |
| **Location/zoom details**  |   |
| **Attendees**  |   |
| **Apologies**  |   |
|   | **Minutes**  |
| **Item no.**  | **Discussion points and action items**  | **Responsible person**  | **Due date**  | **Actual date completed**  |
|   | Decision: *(e.g., supervisor to speak to <trainee name> regarding incomplete assessments)* |   |   |   |
|   | Decision:  |   |   |   |
|   | Decision:  |   |   |   |
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| **Distribution list**  |
| **Name**  | **Role**  |
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