**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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