

**XXXX Trade Union**  
**Xth Meeting of Year YYYY**  
**Minutes of the Executive Committee Meeting**  
**[Template]**

**Date:** DD/MM/YYYY (Day of Week)

**Time:** [AM/PM] XX:XX

**Venue:** [Please fill in meeting venue]

**Chairperson:** [Please fill in name]

**Secretary:** [Please fill in name]

**Attendees:** [Please fill in names of attendees]

**Absent with Leave:** [Please fill in names of absentees]

**Meeting Minutes (Reference)**

1. **Commencement of Meeting** [Confirmation of meeting start time and whether the number of attendees met the quorum requirement under Rule X of the trade union's Constitution.]
2. **Confirmation of Agenda**
3. **Confirmation of Minutes of the Previous Meeting**
4. **Follow-up on Matters from the Previous Meeting**
5. **Agenda Items**
  - 5.1 **Discussion Item One** [e.g.: Arrangements for the Annual General Meeting]
    - 5.1.1 **Matter to be Resolved** [e.g.: The Annual General Meeting will be held on X Month X Day at XX Venue.]
    - 5.1.2 **Resolution** [e.g.: Members of the Executive Committee unanimously passed the resolution.]
    - 5.1.3 **Follow-up Action** [e.g.: Secretary to notify members to attend the Annual General Meeting in accordance with Rule X of the Rules]
  - 5.2 **Discussion Item Two** .....
6. **Other Matters**
7. **Date and Time of the Next Meeting**
8. **End of the Meeting**

**Recorded by:** [Please fill in name]

**Date of Record:** YYYY/MM/DD (Day of Week)

**Approved by:** [Please fill in name]

**Date of Approval:** YYYY/MM/DD (Day of Week)