# [Country] Nutrition Cluster [monthly] meeting

[DD month YYYY], [HH:MM] to [HH:MM], [venue]

# Meeting minutes

Chair: [Title], [Name surname], [Organisation]

Note taker: [Title], [Name surname], [Organisation]

## Agenda

1. Welcome and introductions
2. Approval of the provisional agenda
3. Review of the action points from the previous meeting
4. [Main agenda items]
5. [Consider including cluster response update/information management update]
6. [Consider including updates from Cluster Coordinator]
7. [Consider including updates from chairs of the working groups]
8. Other matters

## Welcome and introductions

[Note here any important messages from the chair]

1. **Approval of the provisional agenda**

[Note any changes to the agenda]

1. **Review of the action points from the previous meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| *Action point* | *Focal point/agency* | *Timeline* | *Status* |
| [Copy-paste from the previous meeting minutes] | [Copy-paste from the previous meeting minutes] | [Copy-paste from the previous meeting minutes] | [Status update, for example: completed, ongoing, pending. You may want to specify here why the action point was not completed] |
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1. **[Main agenda items]**

[Do not attempt to illustrate conversations in details. Instead, outline the key meeting points, provide short and concise details of how each point was addressed and list any actions that are called for by the resolutions.]

[Make sure to record all action points as well as responsible agencies/people and timelines. While taking meeting minutes, you may find that certain action points are unclear. In this case you should clarify them during the meeting.]

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| --- | --- | --- |
| *Action points* | *Focal point/agency* | *Timeline* |
|  |  |  |

**Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| *Organisation* | *Name of participant* | *Email address* | *Phone number* |
| [In alphabetical order] | [Name Surname] | [email] | [usually optional, however mandatory in environment with limited internet access] |
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[Note:

The minutes should be prepared within 24 hours after end of the meeting. In some cases, such as first days of the emergency it might be required to prepare them within 2-3 hours after the end of the meeting.

Once prepared, it is a good practice to share the meeting minutes with the cluster coordination team prior to sending them as a draft to the cluster partners. When you send meeting minutes, consider including additional documents which were referred to/referenced during the meetings, including presentations made. The minutes should be endorsed at the following cluster meeting.

Do not forget to upload the meeting minutes onto the website. This can be done after the meeting minutes are endorsed as final, however in some situations you might consider uploading a draft, which should later be replaced with the final copy]