### **Gym Training Meeting Minutes**

**Date:** [Insert date]  
**Time:** [Insert time]  
**Location:** [Insert gym location]  
**Trainer:** [Insert name]  
**Participants:** [List attendees]

### **1. Welcome and Briefing**

* **Start Time:** [Time training started]
* **Purpose of Session:** [Brief overview of the day’s workout/training objectives]

### **2. Training Details**

* **Workout Plan:** [Describe the planned routine or exercises]
* **Key Instructions:** [Highlight critical technique or safety guidelines]

### **3. Progress and Observations**

* **Participant Performance:** [General notes on progress or challenges faced]
* **Trainer Feedback:** [Advice or corrections given during the session]

### **4. Action Points**

* **Post-Training Recommendations:** [Stretching, recovery tips, or next steps]
* **Future Focus:** [What to improve or work on in the next session]

### **5. Closing**

* **End Time:** [Time training ended]
* **Trainer’s Remarks:** [Final comments or motivational words]

### **6. Prepared By**

* **Name:** [Your Name]
* **Role:** [Your Role]
* **Date:** [Date of preparing the minutes]