

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]