
Disciplinary Group Meeting Minutes

Meeting Details

- **Date:** [Insert Date]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Location]
- **Facilitator:** [Name and Position]
- **Recorder:** [Name and Position]

Attendees

- **Employees in Group Discussion:** [List of names and roles]
- **HR Representative(s):** [Name(s)]
- **Management Representative(s):** [Name(s)]

Agenda

1. Introduction of Issues
 - [Summary of the issues being discussed]
2. Group Discussion and Feedback
 - [Summary of input from group members]
3. Policy or Conduct Clarifications
 - [Clarifications provided by management or HR]
4. Action Plan and Recommendations
 - [Decisions on how to address the issues collectively]

Outcome Summary

- [Conclusions reached and next steps for the group or individuals]

Signatures

- **Facilitator:** _____ **Date:** _____