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# 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:** \_\_\_\_\_