### horizontal line**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: \_\_\_\_\_\_\_\_\_\_