### horizontal line**HR Disciplinary Meeting Minutes**

#### **Meeting Details**

* **Date:** [Insert Date]
* **Time:** [Insert Start and End Time]
* **Location:** [Insert Location]
* **Facilitator:** [Name and Position]
* **Note Taker:** [Name and Position]

#### **Attendees**

* **Employee Under Discussion:** [Name and Position]
* **HR Representative(s):** [Name(s)]
* **Manager/Supervisor:** [Name and Position]

#### **Agenda**

1. Incident Overview
   * [Details of the incident being addressed]
2. HR’s Observations and Concerns
   * [Summary of HR’s perspective on the issue]
3. Employee’s Response
   * [Employee’s explanation or feedback]
4. HR Recommendations
   * [HR’s proposed solutions or actions]
5. Next Steps
   * [Plan of action decided during the meeting]

#### **Outcome Summary**

* [Decisions and timelines for follow-up]

#### **Signatures**

* **HR Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* **Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_