
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: _____