|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A red and white logo  Description automatically generated with low confidence, Picture | | | **MEETING NOTE TEMPLATE**  Information about Meeting Note can be found in AA.35 v5.0 [Add link] | |
| **Meeting Details** | | | | |
| Meeting Number | *[It must be the number of the meeting e.g.: FASG#10]* | | | |
| Location | | Time | | Document Author |
| *[For Hybrid event, please include the city and the country*  *For Conference call does not apply: Conference Call” ]* | | *[Add the time of the meeting]* | | *[Add the name of the person who draft the Meeting Note: e.g.: Name and Surname, GSMA]* |
| Chair | | | | |
| *Name of the person(s) that is acting as a chair of the meeting*  *E.g.: GSMA staff in the absence of the Chair and Deputy Chair*  *E.g.: Deputy Chair name in the absence of the Chair.*  *[Name, Surname, Company Name] [email address]* | | | | |
| **Meeting Document Location** | | | | |
| *[Please add the link(s) where the meeting documents can be found on Member Gateway]* | | | | |
| **Table of Contents (Optional)** | | | | |
| [**Welcome, Antitrust and Agenda** 2](#_Toc198719982)  [**Meeting Documents: Discussion** 2](#_Toc198719983)  [**Attendance list** 4](#_Toc198719984)  [**Action Point Summary** 5](#_Toc198719985) | | | | |

# **Welcome, Antitrust, Agenda, Meeting Notes and Open Actions from previous meeting(s)**

*[Welcome to the Meeting*

*Present Antitrust slides*

*Approve the Agenda]*

**Conclusion:** Accepted

# **Meeting Documents: Discussion**

**Document Title, Document Number, Company Name, Specification (only for CR),**

*[Document Title and Document Number as display in Member Gateway]*

*[Summary of the discussion]*

*[Capture the action point if any:]*

| **AP** | **Action** | **Owner** | **Due** |
| --- | --- | --- | --- |
|  |  |  |  |

**Conclusion:** *[Summary of the decision(s) taken. If there is not decision taken, then “no decision at this meeting”. Free text]*

**Document Title, Document Number, Company Name, Specification (only for CR),**

*[Summary of the discussion]*

*Capture the action point if any,*

| **AP** | **Action** | **Owner** | **Due** |
| --- | --- | --- | --- |
|  |  |  |  |

**Conclusion:** *[Summary of the decision(s) taken. If there is not decision taken, then “no decision at this stage”. Free text]*

*[Please add as much document as required by the agenda]*

**AOB**

**Action Summary**

| **AP** | **Action** | **Owner** | **Status** | **Due** |
| --- | --- | --- | --- | --- |
| *[Action Point Number* | *[Add the description of the Action]* | *[Add the name, surname and company name]* | *[Open, Closed]* | *[Completion date]* |

**Attendance list**

| **Name & Surname** | **Company Name** | **Email** | **Participation Type (optional)**  *(only for Hybrid Event, remove the column for conference call minutes)* |
| --- | --- | --- | --- |
| *[Name, Surname]* | *[Company Name]* | *[Email address]* | *F2F/Remotely* |