Record of confidential discussion

Manager's Name:	Date of meeting:
Colleague's Name:	Job Title:
Those present at the meeting (names and positions):	
Summary of discussion:	
Agreed actions/adjustments, please detail name of HR authorisation:	
Agrood dottons/dajdotments, product dotain	name of the additionation.
Date of next review meeting	
Signed (colleague)	
PLEASE ALSO PRINT NAME	
Signed (manager)	
PLEASE ALSO PRINT NAME	

