# Signature outlineMulti-agency meeting for <insert adult’s name> | **Minutes** <insert date/time> | <insert location>

<insert your agency logo>

**Minutes**

## Confidentiality

<Insert your own organisation’s confidentiality statement, as appropriate>

## Introductions and apologies

* 1. In attendance:
  + <Enter details>
  1. Apologies:
  + <Enter details>

## Overview of the case

* 1. <Enter text here>
  2. <Enter text here>

## Risk assessment

* 1. <Enter text here>
  2. <Enter text here>

## Mental capacity

* 1. <Enter text here>
  2. <Enter text here>

## Agreement of actions

* 1. <Enter text here>
  2. <Enter text here>

## Next meeting

* 1. <Enter text here>
  2. <Enter text here>