

PRTAN MEETING MINUTES (OPEN SESSION)

| | | | |
|---------------------------|---|-------|--------|
| Minutes of Meeting | Date: | Time: | Place: |
| Participants | <i>[Specify whether participants are regular or additional members]</i> | | |
| Comments | <i>[Add any comments relevant to the meeting]</i> | | |
| Agenda Item 1 | <i>[Add Topic]</i> | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |
| Agenda Item 2 | <i>[Add Topic]</i> | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |
| Agenda Item 3 | <i>[Add Topic]</i> | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |
| Any other business | | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |

Approved by the School PRTAN on *[Date]*

[Signature of PRTAN Chairperson]

A PRTAN Meeting Minute Template for OPEN SESSIONS can be downloaded and printed from the e-tool box.

PRTAN MEETING MINUTES (CASE MANAGEMENT MEETING)

| | | | |
|---------------------------|---|-------|--------|
| Minutes of Meeting | Date: | Time: | Place: |
| Participants | <i>[Specify whether participants are regular or additional members]</i> | | |
| Comments | <i>[Add any comments relevant to the meeting]</i> | | |
| Case | <i>[Add Case Number]</i> | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |
| Case | <i>[Add Case Number]</i> | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |
| Any other business | | | |
| Key points discussed | | | |
| Actions to take | | | |
| Other comments | | | |

Approved by the School PRTAN on *[Date]*

[Signature of PRTAN Chairperson]

Note: This version is to be accessible to public. This version contains confidential information and must not be left unattended on publicly accessible place.

A PRTAN Meeting Minute Template for Case Management meetings can be downloaded and printed from the e-tool box.