**IT & Technology Meeting Minutes**

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| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Type of Meeting:** | Operations & Logistics | **Facilitator/Chairperson:** |  |
| **Note Taker/Secretary:** | |  | |

**1. Attendance**

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| --- | --- | --- |
| **Present** | **Absent** | **Guests** |
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**2. Agenda**

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**3. Discussion Points**

* **IT Infrastructure Updates:**  
  (e.g., system maintenance, server upgrades, network performance)
* **Cybersecurity & Compliance:**  
  (e.g., new threats, security protocols, data protection policies)
* **Software/Systems Development:**  
  (e.g., new features, bug fixes, integration updates)
* **Technology Roadmap & Innovation:**  
  (e.g., cloud migration, automation, AI initiatives)
* **User Support & Helpdesk Reports:**  
  (e.g., ticket resolution stats, recurring issues)

**4. Decisions Made**

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**5. Action Items**

| **Task** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Example: Upgrade firewall security | IT Security Lead | 30 Sept 2025 | Pending |
|  |  |  |  |

**6. Next Meeting**

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| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Planned Agenda Items:** | |  | |

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| **Prepared By:** |  | **Approved By:** |  |