**Form to record notes of discussions during formal hearings**

This template can be used to make notes of discussions during formal hearings, such as an investigation or disciplinary hearing.

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| **Role** | **Name** | **Initials** | **Job title** |
| Employee: |  |  |  |
| Companion:  |  |  |  |
| Chair:  |  |  |  |
| HR support:  |  |  |  |
| Note taker: |  |  |  |

***These notes are not intended to be a verbatim record of the meeting***

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| **Date:** |  |
| **Start Time:** |  |

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| **Initials**  | **Notes**  |
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| **Adjourn Time:** |  |
| **Reconvene Time:** |  |

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| **Initials** | **Notes**  |
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| **End Time:** |  |

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| **Signed**  |  | **Date** |
| Employee: |  |  |
| Companion:  |  |  |
| Chair:  |  |  |
| HR support:  |  |  |
| Note taker: |  |  |