

Minutes of Meeting for Capital Approval

Meeting Title:

Capital Approval Meeting

Date:

[Insert Date]

Time:

[Insert Time]

Location:

[Insert Location]

Chairperson:

[Insert Name]

Attendees:

1. [Name, Designation]
2. [Name, Designation]
3. [Name, Designation]

Apologies:

- [Name, Designation]

Agenda:

- Review of capital expenditure requests
- Assessment of investment proposals
- Discussion and approval
- Any other business

Minutes

1. **Opening:**

The meeting commenced at [insert time]. Chairperson [insert name] welcomed all attendees and confirmed the agenda.

2. **Review of Capital Expenditure Requests:**

[Summary of each major request discussed, including project/title, purpose, and value]

3. **Assessment and Deliberation:**

[Key questions, concerns raised, justifications discussed]

4. **Decisions & Approvals:**

- Project/Asset: [Insert project name/description]
Decision: **Approved/Rejected/Deferred**
Amount: [Insert value]

5. **Action Items:**

- [Action, Responsible party, Due date]

6. **Any Other Business:**

[Recording of other relevant discussions or points raised]

7. **Closing:**

The meeting concluded at [insert time].

Signatures

Chairperson

Important Notes

- This document serves as the official record of decisions made regarding capital approvals for the organization.
- Ensure all key attendees review and sign off on the minutes to validate discussions and approvals.
- Clearly detail each request reviewed, recommended actions, and rationales for traceability and future audit.
- Minutes should be distributed to all relevant stakeholders promptly after the meeting.
- Maintain confidentiality and safeguard sensitive project or financial information as appropriate.