

Directors' Meeting Minutes

Meeting Details

Date of Meeting	[DD/MM/YYYY]
Time	[Start Time – End Time]
Location	[Office Address / Online Platform]
Chairperson	[Name]
Minute Taker	[Name]
Meeting Type	[Ordinary / Special Meeting]

Present Directors

Name	Position

Agenda / Purpose of Meeting

The directors convened to discuss and agree upon the following proposed changes:

Resolutions

1. [Proposed Change 1 – e.g. Change of Registered Office Address]
Resolution: It was resolved that [insert decision taken].
2. [Proposed Change 2 – e.g. Appointment of New Director]
Resolution: It was resolved that [insert decision taken].
3. [Additional Proposed Change if applicable]
Resolution: It was resolved that [insert decision taken].

Voting Outcome

The above resolutions were voted upon and [approved unanimously / approved by majority / not approved].

Other Business

[Insert any additional discussions or decisions here]

Meeting Closure

Meeting Closed At: [Insert Time]

Next Meeting Date (if any): [Insert Date]

Signatures

Name	Signature	Date