

A Template for Recording Minutes from a Tangata Whenua Climate Adaptation Hui

A user-friendly format for recording kōrero, decisions, and action points from hui. Creates continuity across meetings and keeps wider rōpū informed and aligned with progress and commitments.

Hui Minutes Template				
Agenda Item	Summary of Kōrero	Actions Agreed	Who	By When
Whakatau				
Purpose Setting				
Ngā Mātāpono				
Working Group Formed				
Terms of Reference				
Next Steps				

