

## DECISION LOG TEMPLATE AND EXAMPLE

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Item	Title	Meeting type	Decision	Date	Minutes	Associated documents	Document owner	Notes e.g. standasides
Membership	Plot allocation	General meeting	Plot 1 - Fred, Plot 2 - Sam and Chris, Plot 3 - Natasha and Nathan	30/11/2011	location of minutes	House types	Membership group	Plots allocated on the basis of date of joining the project
Finance	Development loan	General meeting	The Directors are delegated to select and contract an appropriate lender that is judged to offer the best terms and conditions	30/11/2011	location of minutes			