|  |  |
| --- | --- |
| **Background pattern  Description automatically generated with medium confidence** | **Date / Time:**  **Location:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chairperson:** |  | | |
| **Meeting Attendees:**  *Full names and roles* |  | | |
| **Agenda Item/Topic** | **Discussion/Outcomes** | **Action Officer** | **Due Date** |
| **Welcome** |  |  |  |
| *(Agenda item 1)*  *Topic?* |  |  |  |
| *(Agenda item 2)*  *Topic?* |  |  |  |
| *(Agenda item 3)*  *Topic?*  *Add more Agenda items if required* |  |  |  |
| **Summary**  *Overall Summary*  *Decisions*  *Acton/s if any* |  |  |  |
| **Next Meeting time/date** |  |  |  |
| **Meeting closed at:** |  |  |  |
| **Minutes are a true and accurate record of the meeting**  *Approved/confirmed by whom?* |  |  |  |

*Green italic text to be removed when preparing an agenda. This simply provides a prompt for each section.*