|  |  |
| --- | --- |
| **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.*