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## Meeting Minutes:

**Meeting Title**

**Minutes**

**Date:**

**Venue:**

**Time:**

**Attendees:**

**Apologies:**

1. **Welcome**
2. **Approval of previous minutes**

Moved:

Second:

1. **Open issues**
2. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **New Business**
2. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **Key discussion points:**

**Actions:** [person responsible and deadline]

1. **Date, time and place of next meeting**
2. **Time of meeting closure**