

# Sample Template for Agenda and Minutes of Meeting

Date	Time	Location
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<u>Attendance:</u>	<u>Apologies:</u>
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Minutes of last meeting (Date \_\_\_\_\_)

Proposed by \_\_\_\_\_ Seconded by \_\_\_\_\_

### Agenda

1	6
2	7
3	8
4	9
5	10

### Review of Action Plan from last meeting


### Action Plan

Item No.	Action/Decision	Responsibility	Time Scale	Comments	Proposed by	Seconded by
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

### Any Other Business

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