Meeting Agenda/Minutes

<Project Title>

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| --- | --- |
| Meeting Title: |  |
| Meeting Date and Time: |  |
| Meeting Location: |  |
| Meeting Chair: |  |
| Minutes Secretary: |  |
| Attachments: |  |

1. WELCOME & INTRODUCTION

* Greeting
* Purpose of the meeting and intended outcomes
* Introduction of attendees
* Apologies noted

**Time allowed / taken:**

2. PREVIOUS MEETING MINUTES

* Accept or correct the minutes of the previous meeting as a true record
* Follow up on action items from the previos meeting
* Updates or further discussion on previous topics

**Time allowed / taken:**

3. BUSINESS OF THE MEETING

3.1 Discussion item 1

* Purpose
* DIscussion
* Proposed actions
* Decision

**Time allowed / taken:**

3.2 Discussion item 2

* Purpose
* DIscussion
* Proposed actions
* Decision

**Time allowed / taken:**

3.3 Discussion item 3

* Purpose
* DIscussion
* Proposed actions
* Decision

**Time allowed / taken:**

4. OTHER BUSINESS

* Open discussion of any topics attendees wish to discuss that were not on the agenda

**Time allowed / taken:**

5. AGREED ACTIONS

* *Only relevant to minutes*
* Review of tasks assigned during the meeting and deadlines

**Time allowed / taken:**

6. NEXT MEETING

* Confirm the time and place for the next meeting
* Formally close the meeting

**Time allowed / taken:**

7. AGENDA / MINUTES CONFIRMED

SIGNATURE Name & Title