Minutes

|  |  |
| --- | --- |
| Committee | **Committee name** |
| Meeting no. | Meeting number |
| Date / time | DD Month YYYY, HH.MMam/pm |
| Venue | Venue details |
| Attending | Member’s name, Position  Member’s name, Position  Member’s name, Position |
| Apologies | Member’s name, Position  Member’s name, Position  Member’s name, Position |
| Observers | Name, Position  Name, Position  Name, Position |

# Section heading

## Item title

Item minutes

|  |  |
| --- | --- |
| Resolution | Item resolution in summary |
| Action ID | Action item description, including who is responsible for delivery and the timeframe |

## Item title

Item minutes

|  |  |
| --- | --- |
| Resolution | Item resolution in summary |

# Section heading

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Item minutes

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### Item title

Item minutes

|  |  |
| --- | --- |
| Resolution | Item resolution in summary |
| Action ID | Action item description, including who is responsible for delivery and the timeframe |

# Next meeting and action items

The next meeting is scheduled for DD Month YYYY.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

## New and ongoing action items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action ID | Description | Responsibility | Status | Notes |
| Copy ID from minutes | Copy details from minutes | Which member is actioning | Ongoing/New | If ongoing provide details |

## Completed action items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action ID | Description | Responsibility | Status | Notes |
| Copy ID from minutes | Copy details from minutes | Which member is actioning | Completed | Provide details |