Organisation/Committee name

# Meeting minutes

# Date

## Opening

The regular meeting of the Organisation/Committee name was called to order at time on date in location by Facilitator name.

## Present

Attendee names

## Approval of agenda

The agenda was unanimously approved as distributed.

## Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

## Open issues

Summarise the discussion for each existing issue, state the outcome and assign any action item.

## New business

Summarise the discussion for new issues, state the next steps and assign any action item.

## Agenda for next meeting

List the items to be discussed at the next meeting.

## Adjournment

Meeting was adjourned at time by facilitator name. The next general meeting will be at time on date, in location.

| Minutes submitted by: | Name |
| --- | --- |
| Approved by: | Name |