# Organisation/Committee Name Meeting Minutes [date]

## Present

[Attendee names]

## Approval of Minutes

[Insert who approved the minutes of the last meeting]

## Agenda

[Summarise the discussion around each agenda item, state the outcome and assign action items.]

|  |  |  |
| --- | --- | --- |
| Issue | Outcome | Action Items |
|  |  |  |
|  |  |  |
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|  |  |  |

## Agenda For Next Meeting

[List the items to be discussed at the next meeting]

|  |  |
| --- | --- |
| Item | Notes |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Next meeting

The next general meeting will be at [time] on [date] at [location].