[Title of Meeting]

Date and time: date – 00:00AM/PM

Venue:

Audience & purpose

| Purpose of meeting | Attendees | Apologies | General comments |
| --- | --- | --- | --- |
| To…**Required outcomes:** 1. Outcome/decision
2. Outcome/decision
 |  |  |  |

Actions from past meetings

| Action | Status\* | Comments |
| --- | --- | --- |
|  | ✓👍🕘🏳 |  |
|   | ✓👍🕘🏳 |  |
| \* Status key: ✓ = Complete 👍 = On track 🕘 = Delayed 🏳 = Issue  |

Agenda and minutes

| Item for discussion | Timing | Summary of discussion and decisions | Actions  |
| --- | --- | --- | --- |
| Open/introductions |  |  | * XX – Action – Date
 |
|  |  |  | * XX – Action – Date
 |
|  |  |  | * XX – Action – Date
 |
|  |  |  | * XX – Action – Date
 |
| Other business |  |  | * XX – Action – Date
 |
| Next meeting |  |  | * XX – Action – Date
 |