**XXXXX Meeting Minutes**

**Xxx day DD MM 20YY**

at **VENUE, ADDRESS, ROOM from** **HH:MM** to **HH:MM**

|  |  |
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| **Attendees** | * Name, position e.g. (Chair)/organisation * Name, position/ org * Name, position / org * Name, position / org * Name, position / org * Name, position / org |
| **Apologies** | * Name, position / org * Name, position / org * Name, position / org |

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|  | **AGENDA ITEMS** | **ACTION OWNER** |
| **1.** | **Apologies and introductions** |  |
| **2.** | **Minutes/matters arising**  **NOTES**  **ACTION**  **ACTION** | **XX**  **YY** |
| **3.** | **ITEM 3**  **NOTES**  **ACTION** |  |
| **4.** | **ITEM 4**  **NOTES**  **ACTION** |  |
| **5.** | **ITEM 5**  **NOTES**  **ACTION** |  |
| **6.** | **ITEM 6**  **NOTES**  **ACTION** |  |
| **7.** | **ITEM 7**  **NOTES**  **ACTION** |  |
| **12.** | **AOB**  **NOTES**  **ACTION** |  |