**XXXXX Meeting Minutes**

**Xxx day DD MM 20YY**

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

|  |  |
| --- | --- |
| **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** |  |