Graphical user interface

Description automatically generated with medium confidence[Title of Meeting]

Meeting details

| Logistics | Summary |
| --- | --- |
| Date: Click or tap to enter a date.  Start & finish times:  Venue:  Videoconference link: | Purpose:  To…  Required outcomes:   1. Outcome/decision 2. Outcome/decision |

Meeting participants

| Attendees | Apologies |
| --- | --- |
|  |  |

Actions from past meetings

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

Agenda for this meeting

| Item for discussion | Time | Comments, decisions, actions | Who & when |
| --- | --- | --- | --- |
| 1. Welcome & introductions | 10 mins  (9.00am) | \* | [Initials] – [Date]  [Initials] – [Date]  [Initials] – [Date] |
| 2. [Item description] | 9.10am (20 mins) | \* | [Initials] – [Date]  [Initials] – [Date]  [Initials] – [Date] |
| 3. [Item description] | 9.30am  (10 mins) | \* | [Initials] – [Date]  [Initials] – [Date]  [Initials] – [Date] |
| 4. Other business | 9.40am (5 mins) | \* | [Initials] – [Date]  [Initials] – [Date]  [Initials] – [Date] |
| 5. Review required outcomes | 9.45am (5 mins) | 🗹 All required outcomes achieved  🞎 Some outcomes not achieved. Actions for resolution: | | |
| 5. Next meeting | 9.50am (5 mins) | Date: Click or tap to enter a date.  Start & finish times:  Venue:  Invitation to be sent by: [Initials] – [Date] | | |
| End | 9.55am | | | |

Supporting documents:

* [list]