[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]