# Meeting agenda/minutes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** |  | **Date:** | Click to select date | | |
| **Chair:** |  | **Location:** |  | | |
| **Minute taker:** |  | **Start** |  | **End:** |  |
| **Participants:** |  | | | | |
| **Apologies:** |  | | | | |
| **Meeting outcome statement:** |  | | | | |

## Agenda/minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Subject | Who | Duration |
|  | Minutes of the previous meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Motion:**  That the minutes of the meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_ be accepted as presented.  **CARRIED** |  |  |
|  | Items of Conflict of Interest declared |  |  |
|  | Business arising from minutes dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | OH&S issues |  |  |
|  | Inwards Correspondence |  |  |
|  | Outwards Correspondence |  |  |
|  | Chairpersons Report, Secretary Report |  |  |
|  | Treasurers Report |  |  |
|  | General Business |  |  |
|  | Other General Business |  |  |
|  | Distribute Minutes |  |  |
|  | Next Meeting |  |  |
|  | Meeting Closed: | Chair |  |

*Note: you can add more table rows by putting your cursor in the last cell on the right and hitting the tab key.*

# Action items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Update | Who | Due |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: you can add more table rows by putting your cursor in the last cell on the right and hitting the tab key.*