### LONDON’S GLOBAL UNIVERSITY



# Minutes for <Meeting Name>

Date:

Time:

Duration:

Location:

**Meeting Purpose**

The meeting purpose was to achieve the following:

1. ...
2. ...
3. ...

**Attendance**

|  |  |
| --- | --- |
| Meeting Facilitator |  |
| Meeting Secretary |  |
| Present |  |
| Absence and apologies |  |

**Meeting Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time spent** | **Discussion leader** | **Actions** |
| 1. | *<Item Name>*  *Here you will write a summary of the discussion, decisions taken and their rationale, and refer to models or other work products that have been elaborated* |  |  | *List identifiers for future actions that have arisen from this agenda item* |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action ID** | **Directly Responsible Individual** | **Collaborators** | **Description** | **Deadline**  (and who will check it) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |