****

**Meeting Minutes**

*Type of Meeting*

**Document Control**

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| --- | --- | --- |
| **Editor** | **Date** | **Update** |
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**Meeting Minutes**

# 1.0 Attending

Name (Email) Job Title Yes/No

# 2.0 Update from previous meeting

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action Carried Out** | **Complete?** |
|  |  |  |

*Figure 1 – Update from previous meeting*

# 3.0 Agenda

* Things to discuss

# 4.0 Minutes

## 4.1 Absences:

|  |  |
| --- | --- |
| **Person Absent** | **Reason?** |
|  |  |

*Figure 2 – Reasons for absences*

## 4.2 Previous Minutes Approved:

|  |  |
| --- | --- |
| **Date of minutes** | **Approved?** |
|  |  |

*Figure 3 – Approval of previous minutes*

## 4.3 Matters Arising:

|  |  |  |
| --- | --- | --- |
| **Topic** | **Action** | **Person Responsible** |
|  |  |  |

*Figure 4 – Topics discussed during meeting*

# 5.0 Next Meeting

The next meeting has been arranged for:

Expected to attend: