**Venue:** $v$

**Time:** $t$

**Date**, $dt$

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Description*** | ***Documentation*** | ***Action*** |
| **1.** | **$a1$** | *$attach$* | *$link$* |
|  | * *Xx (use if needed)* * *xx* * *xx* |  |  |
| **2.** | **Apologies** |  |  |
| **3.** | **Chair’s Business** |  |  |
| **4** | **Item 4 description** |  |  |
|  | *4a. document name - use if needed* | *To follow* | *For discussion* |
|  | *4b Use if needed* | *Attached* | *For discussion* |
|  | *4c Use if needed* | *Attached* | *For discussion* |
| **5.** | **Item 5 description** (insert speaker name if needed)) |  |  |
|  | *5a. Use if needed* | *Attached* | *For approval* |
| **8.** | **Any other Business** |  |  |
|  |  | *Title and name of Chair*  *Chair, Acronym or name of committee* | |