MEETING 1

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  | | |
| People Attending |  | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* |  | | |
| Action List | Person (s) | Task | Deadline |
| AOB (any other business) |  | | |
| Date of next meeting |  | | |

MEETING 2

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  | | |
| People Attending |  | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* |  | | |
| Action List | Person (s) | Task | Deadline |
| AOB (any other business) |  | | |
| Date of next meeting |  | | |

MEETING 3

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  | | |
| People Attending |  | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* |  | | |
| Action List | Person (s) | Task | Deadline |
| AOB (any other business) |  | | |
| Date of next meeting |  | | |