MASTER TEMPLATE PLEASE DO NOT EDIT

[Meeting name] meeting minutes

|  |  |
| --- | --- |
| Location: | [MS Teams] |
| Date: | [28-Oct-20] |
| Time: | [7pm AEDT] |
| Attendees: | [Jo, Motiana, Amer] |

# Agenda items

1. [Formalise/confirm existing team structure, Team Leader, Meetings Chair]
2. [Number of meetings, meeting times]
3. [Feedback from A1 and A2, suggestions, comments on improvements]
4. [Suggested work plan for A3]
5. [Task allocations/delegations]
6. [Internal deadlines]
7. [Next scheduled meeting]

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| [Action item 1] | [Name(s) 1] | [Date 1] | [Status 1, such as In Progress or Complete] |
| [Action item 2] | [Name(s) 2] | [Date 2] | [Status 2] |
| [Action item 3] | [Name(s) 3] | [Date 3] | [Status 3] |
| [Action item 4] | [Name(s) 4] | [Date 4] | [Status 4] |
| [Action item 5] | [Name(s) 5] | [Date 5] | [Status 5] |
| [Action item 6] | [Name(s) 6] | [Date 6] | [Status 6] |