**Minutes of Meeting #**  *+ Time-Date + Location*

**Chairperson:**

**Minute Taker:**

**Present:**

**Apologies:**

**Absent (no apology received):**

|  |  |  |
| --- | --- | --- |
| **Agenda**  **Item** | **Description *– include a heading for each item recorded and a brief summary of the discussion.*** | ***Include the following four points:***   1. ***Action*** 2. ***Person responsible*** 3. ***Date action is to be completed*** |
| 1. | **Appointment of chairperson and recorder**  *xx* was appointed to chair the meeting and *yy* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | **Agenda item 1** |  |
| 4 | Date and time of next meeting |  |
| 5 | Close meeting: Record date and time the meeting closed |  |