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| A close up of a logo  Description automatically generated | Meeting Minutes |

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| --- | --- |
| Date: |  |
| Time: |  |
| Place: |  |
| Attendees: |  |
| Apologies: |  |

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| **Item** | **Description** | |
|  | Meeting purpose: | |
|  | Review of previous meeting (if applicable. Delete of not): | |
|  | Item discussed:  Outcomes: | |
|  | Item discussed:  Outcomes: | |
|  | Meeting close: | |
|  | Next meeting: | |
| Time: |  |
| Date: |  |
| Place: |  |

|  |  |
| --- | --- |
| Minute taker: |  |
| Signed: |  |
| Name: |  |
| Date: |  |