**To:** *(write the full names or initials of all the people who should attend this meeting)*

**AGENDA**

Meeting to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_

in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda Items

1. Welcome and apologies from anyone who can’t attend
2. Recap of previous minute’s action points and whether they have been achieved
3. *(state other topics to discuss here)*
4. *(state other topics to discuss here)*
5. *(state other topics to discuss here)*
6. AOB *(this stands for any other business and is an opportunity for people to raise topics in the meeting that aren’t on the agenda*

**Minutes**

of meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_

in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**People present**: *(write the names of the people who attended the meeting)*

**Apologies from**: *(write the names of the people who were unable to attend)*

|  |  |  |
| --- | --- | --- |
| **Agenda item** | **Brief summary of what was discussed** | **Action points** |
|  |  | *These should be specific and each action point should be accompanied with somebody’s name who will be responsible for carrying out the action point* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |