Agenda

Club Name: Click or tap here to enter text.

Title of Meeting: Click or tap here to enter text.

Date and Time of Meeting: Click or tap to enter a date. Click or tap here to enter text.

Location: Click or tap here to enter text.

Committee Members

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| Name | Position | Attendance (apologises) |
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| Click or tap here to enter text. | Minute Secretary | Click or tap here to enter text. |

**Relevant Documents/ Attachments**

1. Click or tap here to enter text.
2. Click or tap here to enter text.

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| **Item** | **Issue(s) for Discussion** | **Presenter** |
| 1 | Welcome and Apologies  Click or tap here to enter text. | Chair |
| 2 | Minutes and Actions from Previous Meeting  Click or tap here to enter text. | Chair |
| 3 | Agenda Subject Matter Click or tap here to enter text. | Click or tap here to enter text. |
|  | 3.1 Click or tap here to enter text. | Click or tap here to enter text. |
|  | 3.2 Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Agenda Subject Matter Click or tap here to enter text. | Click or tap here to enter text. |
|  | 4.1 Click or tap here to enter text. | Click or tap here to enter text. |
|  | 4.2 Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Other Business Click or tap here to enter text. | Click or tap here to enter text. |
|  | 5.1 Click or tap here to enter text. | Click or tap here to enter text. |
|  | 5.2 Click or tap here to enter text. | Click or tap here to enter text. |
| 6 | Next Meeting |  |
|  | Click or tap here to enter text.,2020 |  |
|  | Subsequent Meeting – Click or tap here to enter text.,2020 |  |