Minutes – Meeting no:

Click or tap here to enter text.

Club Name: Click or tap here to enter text.

Date and Time of Meeting: 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. |

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| **Item** | **Issue(s) for Discussion** |
| 1 | Welcome and Apologies* Click or tap here to enter text.
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| 2 | Minutes and Actions from Previous Meeting* Click or tap here to enter text.
* Click or tap here to enter text.
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| 3 | Subject matter correlates with Agenda item and number conventionClick or tap here to enter text. |
|  | 3.1* Click or tap here to enter text.
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|  | 3.2* Click or tap here to enter text.
 |
| 4 | Subject matter correlates with Agenda item and number conventionClick or tap here to enter text. |
|  | 4.1* Click or tap here to enter text.
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|  | 4.2* Click or tap here to enter text.
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| 5 | Other Business |
|  | 5.1* Click or tap here to enter text.
 |
|  | 5.2* Click or tap here to enter text.
 |
| 6 | Meeting finish Click or tap here to enter text. am/pm |
|  | Next Meeting Click or tap here to enter text.,2020 |