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

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

|  |  |
| --- | --- |
| **Item** | **Issue(s) for Discussion** |
| 1 | Welcome and Apologies   * Click or tap here to enter text. |
| 2 | Minutes and Actions from Previous Meeting   * Click or tap here to enter text. * Click or tap here to enter text. |
| 3 | Subject matter correlates with Agenda item and number convention  Click or tap here to enter text. |
|  | 3.1   * Click or tap here to enter text. |
|  | 3.2   * Click or tap here to enter text. |
| 4 | Subject matter correlates with Agenda item and number convention  Click or tap here to enter text. |
|  | 4.1   * Click or tap here to enter text. |
|  | 4.2   * Click or tap here to enter text. |
| 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 |