

**[MEETING TITLE]**

**Minutes**

[MEETING DATE]

[MEETING TIME]

[MEETING LOCATION]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTENDEES:** | | |  | REGRETS: |
|  |  | **TOPIC** | | |
| 1. |  | APPROVAL of Agenda | | |
| 2. |  | Approval of Minutes of the previous meeting | | |
| 3. |  | BUSINESS ARISING OUT OF MINUTES | | |
| 4. | 4.1  4.2  4.3 | NEW BUSINESS  **??**  **??**  **??** | | |
| 5. |  | Other Business | | |
| 6. |  | Adjournment | | |
| 7. |  | Next Meeting | | |