**MEETING AGENDA & MINUTES TEMPLATE**

**Meeting:** (Description or reason for meeting) **Venue**:

**Date**: **Start Time:**  **Chair:** (If not appointed Chairperson)

**Attendees**:

**Apologies**:

**Absent:**

**\*Areas that are bold and in italics are follow ups from this meeting.**

|  |  |  |
| --- | --- | --- |
| **Discussion Point** | **Action/ Person responsible** | **Done? In progress?** |
| **Items arising from previous minutes** |  |  |
| **Items from Board**e.g. Presidents report |  |  |
| **Financial/ Budget Update**e.g. Treasures report |  |  |
| **Coaching/Training** |  |  |
| **First aid and incident reports** |  |  |
| **General Business** |   |  |
| **General task allocation/ notification**  |   |  |
| **Next meeting**: Venue ………………………………………………… Time ………………………………………………………………………………… |
| **Meeting closed**  |