

**<meeting title>**

<date>

<time>

<room number, building>

<campus>

**Minutes**

<b>Present:</b>	<name>	<name>
	<name>	<name>
	<name>	<name>
<b>Apologies:</b>	<name>	<name>
	<name>	<name>

	<u>Agenda Item</u>	<u>Action</u>
1.	<p><b>&lt;topic&gt;</b></p> <p>a. &lt;discussion/comments&gt;</p>	<name>
2.	<p><b>&lt;topic&gt;</b></p> <p>a. &lt;discussion/comments&gt;</p>	<name>
3.	<p><b>&lt;topic&gt;</b></p> <p>a. &lt;discussion/comments&gt;</p>	<name>
4.	<p><b>&lt;topic&gt;</b></p> <p>a. &lt;discussion/comments&gt;</p>	<name>
6.	<p><b>Date of the Next Meeting</b></p> <p>&lt;date and venue&gt;</p>	