

Name of Committee
Meeting date, time and venue

Agenda

1. Attendance & apologies

2. Confirmation of previous minutes

3. Business Arising

Update on business outstanding from the previous meeting minutes or tasks auctioned by committee members.

4. Item 1

Brief summary of item to be discussed and an outline of the direction of the discussions.

5. Item 2

Brief summary of item to be discussed and an outline of the direction of the discussions.

6. Item 2

Brief summary of item to be discussed and an outline of the direction of the discussions.

7. General Business

Opportunity for all committee members to raise any issues relevant to the committee and its purpose.