Department name Minutes

Enter text here if required/

|  |  |
| --- | --- |
| **Meeting:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Facilitator:** |  |
| **Note Taker:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NO | TOPICS | ACTION | DATE |
| **1** | **Welcome**X welcomed everyone to the meeting | Action goes here |  |
| **2** | **Minutes from previous meeting*** Accepted as accurate/Any changes noted
 | Action goes here |  |
| **3** | **Heading** | Action goes here |  |