

"Club Logo"

MINUTES

Date:

Time:

Location:

Present:

Apologies:

No	Summary	Action	By	Time-frame	Done ✓ ☒
<p>1</p> <p><i>Refers to agenda items for this meeting</i></p>	<p><u>Matters Arising from Previous Meeting</u></p> <p><i>Work through actions from previous meeting-list each one and summarise actions.</i></p> <p>Eg. <u>Minutes</u> The minutes from the previous meeting were adopted as a true and accurate record of the discussions that took place. <i>(Accepted by xxxx and seconded by xxxx)</i></p> <p>Eg <u>Financial Report</u></p> <p>Eg <u>Equipment Update</u> <u>ETC</u></p>	<p>N/A</p> <p><i>Identify any further action or tick if completed.</i></p> <p><i>Identify any further action or tick if completed.</i></p>	<p>N/A</p> <p><i>Identify who needs to do the task identified</i></p> <p><i>Identify who needs to do the task identified</i></p>	<p>N/A</p> <p><i>Identify by when the action needs to have been achieved</i></p> <p><i>Identify by when the action needs to have been achieved</i></p>	<p>✓</p> <p><i>Tick off if achieved</i></p> <p><i>Tick off if achieved</i></p>

No	Summary	Action	By	Time-frame	Done ✓ ☒
2 <i>Refers to agenda items for this meeting</i>	<i>New Agenda Items</i> <i>List by title and summarise discussions in order</i>	<i>Summarise actions</i>	<i>Identify who needs to do the task identified</i>	<i>Identify by when the action needs to have been achieved</i>	<i>Tick off if achieved at the next meeting</i>
3 <i>Refers to agenda items for this meeting</i>	<u>Any Other Business</u> <i>(Not identified on agenda, requiring urgent attention)</i>				

Meeting ended :

Date, Time & Place of Next Meeting: