<Insert Group Name> Committee Minutes

# <Insert date and location>

Attendance

<List who was at the meeting here>

Apologies:

<List here who messaged ahead to say that they were not able to attend the meeting>

Agenda

* *<List here all the different topics you want to discuss>*
  + *<Bullet point what was discussed and agreed>*
  + **Actions:** 
    - *<List here any actions for people to do after this meeting – write down deadlines if applicable>*
* *<Topic 1: (E.g. Welcome Fair)>*
  + ***Actions:***
* *<Topic 2: (E.g. Event Timetable for Semester A)>*
  + **Actions:**
* *<Topic 3: (E.g. event/activity you want to discuss in depth)>*
  + **Actions:**
* Any Other Business (A.O.B)
* *<This is where people can bring up issues/topics that have not already been covered in the agenda>*
* Date of the next meeting
* *<Discuss here when it would be best to next have a meeting>*