**NAME OF COMMITTEE**

**Meeting #/Year**

Minutes of the name of Committee meeting which was held at

insert time on insert day, insert date in insert venue, Bentley Campus.

*Please tender apologies to* Secretary name via Secretary email

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Item #** | **Item** | **Responsible**  |
| *x mins* | 1.  | **Welcome and apologies** * Insert items
 | Chair |
| *x mins* | 2. | **Disclosure of interests***-for noting* | Chair |
| *x mins* | 3. | **Minutes from previous meeting***-for confirmation* | Chair |
| *x mins* | 4. | **Actions arising** *-for confirmation* | Chair |
| *x mins* | 5. | **Business arising*** Insert items
 | Chair |
| *2 mins* | 12. | **Other business**  | Chair  |

The next name of Committee will be held on date.

Secretary name

Secretary, name of Committee

**ACTIONS ARISING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Area**  | **Actions arising**  | **Responsible** | **Target Date** | **Status** |
|  | Communications  | Submit email booking form to Alumni and Community Relations  |  |  | Not started  |
|  | Events | Book venue |  |  |  |
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