**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.

**MEMBERS PRESENT:**

List names of members present

**APOLOGIES:**

List names of apologies

1. **Welcome and apologies**

Insert record

1. **Disclosure of interests**

Insert record

1. **Minutes of previous meetings**

Insert record

1. **Actions arising**

Insert record – see next page

**Meeting closed:** Time

This is the confirmed/unconfirmed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

version of the minutes Signature of Chairperson Date

**ACTIONS FROM PREVIOUS MEETING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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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