This template is provided as a sample to be modified as required.

**<Public Body Logo>**

**<Public Body Name>**

**Title/Subject Meeting**

**Date**

**Location**

**Time**

**Minutes of Meeting**

**Attendance:**

Identify all persons in attendance, their title, organization and role

Identify all persons that sent regrets, their title, organization and role

1. Call meeting to Order
2. Approval of minutes from the last meeting
3. Business arising from last meeting minutes
4. New Business
5. Actions Items
   * Provide a listing of action items with resources assigned, timeline, etc., if relevant.
6. Next Meeting and Adjournment
   * Set time, date, location, etc., if possible.