***Enter Student Group Name Here***

Committee Meeting Minutes

Date:

Attendees:

Apologies:

**Discussion**

1. Actions from previous meeting
2. Agenda submission 1

* Information about the agenda point
* What is the action
* Who is going to lead?
* What jobs have been delegated?
* Assign deadlines to complete agenda point.

1. Agenda submission 2
2. Agenda submission 3
3. Any other business (AOB)