STUDENT GROUP SOCIETY

(enter your Student Group name here)

[Click to select date]

The meeting was called to order by [Facilitator Name] at [time]

## In attendance

*List all the names of the people who attended your meeting*

## Apologies

*List all the names of the people who told you prior to the meeting that they would not be able to attend*

## Approval of Minutes

The minutes were read from the previous meeting on [click to select date] and approved.

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**Agenda** *List each agenda item and summarise what was discussed and any action points/resolutions that arose from the discussion.*

*For example:*

## AGM Election Results

First Signatory– “Full Legal Name” – was elected by a majority.

Second Signatory – “Full Legal Name” – was elected by a majority.

President - “Full Legal Name”

Secretary - “Full Legal Name”

Treasurer - “Full Legal Name”

“First Signatory Executive Role” and “Second Signatory Executive Role” are to become the bank signatories on our student groups bank account.

## Agenda Item

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## New Business *Items under new business are topics that were not listed in the agenda but would have come up through discussion during the meeting, or an attendee has brought up the issue*

## Next Meeting

[Date, time, and location]

Motion to adjourn was made at [time] and was passed unanimously.