# <Insert Student Group Name> Meeting Minutes

[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

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

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

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

*(Don’t forget to state who is going to be the signatories on your bank account!)*

The President and Treasurer are to become the bank signatories on our student groups bank account.

## Agenda Item

## 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.