

**<Add School, Dept or Directorate name>**

# <Add name of Committee or Group>

21/## A meeting of the < add name of committee or group> will be held on **<add day, date, year>> from <add start time –add end time> in <add room number, building, campus>**

## Present:

 *{List members of the committee here by name and job title and indicate who is the Chair and Secretary*

## Apologies for absence were received from

*{List members sending apologies here}*

21/## add <name of agenda item>

21/## add <name of agenda item>

 *{add further agenda item name as required…}*

## 21/## Any Other Business

## 21/## Date of Next Meeting

The next meeting will be held on <add date of next meeting > at < add start time>