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| --- | --- |
| **[Meeting name] – Minutes** **[DD Month YYYY] at [time]** | A close-up of a sign  Description automatically generated |

Action / Who

|  |
| --- |
| **Attending**: [Names of attendees]**Apologies**: [Names of apologies]1. **[Name] led in the Opening Prayer**
2. **[Discussion Item 1 name]**
	1. [Sub-items if necessary]Decision and action:
3. **Discussion Item 2]**
	1. [Sub-items if necessary]Decision and action:
4. **Other Matters**
	1. Items for discussion at the next meeting
5. **Next Meeting** – [Day DD Month YYYY] at [time]
6. **[Name] led in the Closing Prayer**
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