**Agenda**

Facility logo here

|  |  |  |
| --- | --- | --- |
| **[Meeting Name]** | **Our Ref:** |  |
| **[Meeting Location]** |
| **Date:** |  | **Start Time:** |  | **End Time:** |  |
| **Teleconference Dial In:** |  | **PIN:** |  |

|  |  |
| --- | --- |
|  | **Meeting Opening** |
|  | **Welcome:** I acknowledge the traditional owners of this land that we meet on. I pay my respects to Elders past and present and any Elders who are meeting with us today. |
|  | **Attendance:**[Names of attendees] |
|  | **Apologies:**[Names of apologies] |
|  | **Conflicts of Interest:**[Conflicts] |
|  | **Approval of Minutes:**[Approved by] |
|  | **Other Business Arising:**[List other business] |
|  | **Action Log:**[Action] |
|  | **Issues for Discussion:** |
|  | [Discussion] |
|  | **Other Business:** |
|  | [Other business] |
|  | **Next Meeting:** |
|  | [Details] |