**Agenda**

Facility logo here

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

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| --- | --- |
|  | **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] |