# Meeting Minutes and Agenda

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|  |
| Date |
| Time |
| Location |
| Attendees |
| Guests |
| Apologies |
| Facilitator |

**Review and Approval of Previous Meeting Minutes**

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| Meeting Date |  |
| Discussion: |  |
| Motioned by: |  |
| Seconded: |  |
| Follow Up Actions: |  |
| Chair Signature: |  |

**Agenda Items**

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| Agenda Item # 1 | Topic: *e.g. Monitoring of progress against strategic plan* | | | |
| Time Open: | | | Time Close: | |
| Discussion: *(example only)*   * *Progress of the club’s strategic priorities was evaluated using the Strategic Plan Monitoring and Evaluation Framework which included the following findings:*    + *The club is satisfied with the progress of Objectives 1 and 2, with all tasks currently in-progress and near completion.*   + *Objective 3 is currently behind schedule and at risk of not being completed on time.* | | | | |
| Resolution:   * *The Committee has agreed to provide additional resources to support progress and achievement against Objective 3 of the strategic plan. This will be coordinated by the Club President with support from the Club Treasurer.* | | | | |
| Action Items | | | Person Responsible | Due Date |
| * *Identify and commit additional resources to support Objective 3.* | | | *Club President, Club Treasurer* |  |
| * *Put in place fortnightly progress reports to ensure progress is met and further challenges are identified.* | | | *Committee Member 1* |  |
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| Motioned By | |  | |  |
| Seconded By | |  | |  |

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| Agenda Item # 2 | Topic | | | |
| Time Open: | | | Time Close: | |
| Discussion: | | | | |
| Resolution: | | | | |
| Action Items | | | Person Responsible | Due Date |
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| Motioned By | |  | |  |
| Seconded By | |  | |  |

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| Agenda Item # 3 | Topic | | | |
| Time Open: | | | Time Close: | |
| Discussion: | | | | |
| Resolution: | | | | |
| Action Items | | | Person Responsible | Due Date |
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| Motioned By | |  | |  |
| Seconded By | |  | |  |

*<Add additional agenda items as needed>*

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| Meeting Adjourned At: |
| Date Of Next Meeting: |
| Minutes Prepared By: |