INSERT NAME OF STEERING COMMITTEE HERE

AGENDA FOR THE MEETING TO BE HELD ON / /

INSERT LOCATION

Present:

Apologies:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ISSUE / AGENDA ITEM | | DISCUSSION / DECISION AND IMPLEMENTATION PLAN | **BY WHOM / WHEN** |
| **1.** | CONFIRMATION OF PREVIOUS MINUTES | |  |  |
| **2.** | **CORRESPONDENCE** | | IN:  OUT: |  |
| **3.** | **ACTION PLAN**  Action 1  Action 2  Action 3  Action 4 | |  |  |
| **4.** | **General Business**  Item 1  Item 2  Item 3 | |  |  |
| **5. NEXT MEETING** | | Next scheduled meeting is **INSERT DATE AND TIME**  Apologies for next meeting: | | |