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 1Action 2Action 3Action 4 |  |  |
| **4.** | **General Business**Item 1Item 2Item 3 |  |  |
| **5. NEXT MEETING** | Next scheduled meeting is **INSERT DATE AND TIME**Apologies for next meeting: |