

<meeting title> <DATE>

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| --- | --- |
| Composition of Group | Names and affiliations |
| Meeting Place, Time |  |
| Council/P&C Attendees | names |
| Key topics, issues and outcomes | Brief description of the main points covered by the meeting and Council input |
| Follow up actions: Executive | List follow-up actions required for Council Executive. |
| Follow up actions:  Office | List follow-up actions required by Office Staff |
| Next meeting | <date> |