

(CommitteeName - MeetingDate)

COMMITTEENAME

Minutes of a Meeting of the CommitteeName held in the MeetingLocation, on MeetingDate at MeetingTime

Present: MembersPresentShortClixRolesList

Other Members present: GuestInattendanceShortClixList

Apologies for absence: MemberExcuseShortClixList

(The meeting ended at MeetingActualFinishTime)

CHAIRMAN