**Group Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Minutes of meeting held\_\_\_\_/\_\_\_\_/2018**

**Present:**

1. **Apologies:**
2. **Minutes of previous meeting:**
3. **Business arising from minutes:**
	1. …
	2. …
	3. …
4. **Correspondence:**
	1. …
5. **General Business:**
	1. …
6. **Next meeting:** …