**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:** …