

**MEND Meeting Minutes**

**Date:**

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| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |
| **Chair:** |  |
| **Minutes by:** |  |
| **External(s):** |  |
| **Present:** |  |
| **Late:** |  |
| **Apologies:** |  |
| **Absent:** |  |
| **No.** | **Agenda Topics** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **1 Enter Agenda Item** |
| **Discussion** | **Responsible** | **Deadline** |
|  |
| **Action Points:** | **Responsible** | **Deadline** |
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| **2** |
| **Discussion**  | **Responsible** | **Deadline** |
|  |
| **Action Points:** | **Responsible** | **Deadline** |
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Copy and paste table to add boxes for more agenda points

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| --- |
| **3** |
| **Discussion**  | **Responsible** | **Deadline** |
|  |
| **Action Points:** | **Responsible** | **Deadline** |
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