**Minutes of the [Body/Committee Name]  
[Date]**

**Convener**:

**Present**: (list alphabetically)

**Absent**: (list alphabetically)

**Guests**: (list alphabetically)

**Recorder**:

**1. Agenda Item 1**

Summary of discussion. Specfic details on motions and resolutions.

**2. Agenda Item 2**

Summary of discussion. Specfic details on motions and resolutions.

**3. Agenda Item 3**

Summary of discussion. Specfic details on motions and resolutions.

**4. Action Items (if any)**

**5. Next meeting**