**Meeting agenda – template**

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| **Date:** |  | **Time:** |  |
| **Place:** |  | | |

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| **Item** | **Description** | **Responsible** |
| **1** | **Welcome, apologies – noting who is absent, etc.**  **Acknowledgement of Country**  An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples  to Country.  **Example:** I begin by acknowledging the Traditional Owners of the land on which we meet today and pay my respect to Elders past and present.  **Note:** It is recommended that you include the name of the Traditional owners of the Country that you meet on and include this in your Acknowledgement.  **E.g. *"The traditional owners of the land on which the City of Whittlesea resides is the Wurundjeri Willum Clan."*** | *Person name, role* |
| **2** | Introduction |  |
| **3** | Review of actions from previous meeting |  |
| **4** | Acceptance of minutes of previous meeting |  |
| **5** | Agenda item 1 discussion |  |
| **6** | Agenda item 2 discussion |  |
|  | *Add rows as necessary* |  |
| **11** | Next meeting date |  |
| **Item** | **Agreed Actions** | **Responsible** |
| **#** | List of actions for follow up from this meeting | *Person name, role* |
|  | *Add rows as necessary* |  |