

## Meeting agenda - template

<b>Date:</b>		<b>Time:</b>	
<b>Place:</b>			
<b>Item</b>	<b>Description</b>	<b>Responsible</b>	
<b>1</b>	<p><b>Welcome, apologies – noting who is absent, etc.</b></p> <p><b>Acknowledgement of Country</b> 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.</p> <p><b>Example:</b> I begin by acknowledging the Traditional Owners of the land on which we meet today and pay my respect to Elders past and present.</p> <p><b>Note:</b> 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. <b>E.g. "The traditional owners of the land on which the City of Whittlesea resides is the Wurundjeri Willum Clan."</b></p>	<i>Person name, role</i>	
<b>2</b>	Introduction		
<b>3</b>	Review of actions from previous meeting		
<b>4</b>	Acceptance of minutes of previous meeting		
<b>5</b>	Agenda item 1 discussion		
<b>6</b>	Agenda item 2 discussion		
	<i>Add rows as necessary</i>		
<b>11</b>	Next meeting date		
<b>Item</b>	<b>Agreed Actions</b>	<b>Responsible</b>	
<b>#</b>	List of actions for follow up from this meeting	<i>Person name, role</i>	
	<i>Add rows as necessary</i>		