**Committee name**

**Actions Items Meeting 2, 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Meeting** | **Item** | **Action** | **Person Responsible** | **Due Date** | **Status** |
| 1 | number/year | Item name and number (from agenda/minutes) | Summary of action required | Name | Date | If the item is reported on at the next meeting, but still in progress, update the status with a summary of progress e.g. *Awaiting legal advice*. |
| 2 |  |  |  |  |  | In progress |
| 3 |  |  |  |  |  | In progress |
| 4 |  |  |  |  |  | Ongoing |
| 5 |  |  |  |  |  | Complete |
| 6 |  |  |  |  |  | In progress |
| 7 |  |  |  |  |  | In progress |