**NAME OF COMMITTEE AGENDA**

The meeting number/meeting year of the Name of Committee is scheduled for

**Day, date**

**Time WST / Time EST**

Venue, Campus

Meeting Via Zoom: (link)

Meeting password: insert password

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | *If being recorded automatically via ZOOM* Please note: This meeting will be recorded to assist with writing Minutes and the recording will be destroyed once the Minutes are confirmed at the following meeting.  *Optional* (\*) All priority items and any starred items that require discussion and/or a vote are starred. Items which are not starred are considered as disseminated and read, and are adopted immediately in accordance with the relevant recommendation, without discussion. |  |
| **1** | **Formal Matters** |  |
| 1.1 | **Welcome** |  |
|  | * **Opening prayer** |  |
|  | * **Acknowledgement of country** |  |
|  | * **New member** |  |
|  | * **In attendance** |  |
|  | * **Apologies** |  |
|  | * **Register of Interests** |  |
|  |  |  |
|  | **Meeting Evaluation** |  |
|  | At each name of committee meeting, the Chair will invite a committee member to evaluate the meeting, focusing on the effectiveness of the meeting with reference to … |  |
|  |  |  |
| 1.2 | **Confirmation of Minutes** | Page |
| 1.3 | **Action Items** | Page |
| 1.4 | **Update from the Chair** |  |
|  |  |  |
| **2.** | **Items for Decision** |  |
| 2.1 | **Item name** | Page |
| 2.2 | **Item name** | Page |
|  |  |  |
| **3.** | **Items for Discussion** |  |
| 3.1 | **Item name** | To follow |
| 3.2 | **Item name** | Page |
|  |  |  |
| **4.** | **Items for Noting** |  |
| 4.1 | **Item name** | Page |
| 4.2 | **Item name** | Page |
|  |  |  |
| **5.0** | **Other business** |  |
| 5.1 | **Item name** | Page |
| 5.2 | **Item name** | Verbal |
|  |  |  |
| **6.** | **Next meeting** |  |
|  | The next meeting will be held on day, date from time, venue.  The deadline for documents is close of business, day, date. |  |
|  |  |  |

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**Circulation list**

Members

Executive Officer:

For information:

*It is helpful to attach a Circulation list to the agenda. Members should be listed with the Chair first, followed by remaining members in alphabetical order.*