**NAME OF COMMITTEE**

**UNCONFIRMED MINUTES OF THE NUMBER MEETING OF THE NAME OF COMMITTEE**

**(Meeting number/year)**

**VIA ZOOM**

**Venue, Campus**

**Time AWST / Time AEST on Day, Date**

**Members Present**: Name (Chair)

List names of members present

**In Attendance**: Name Surname (for Name Surname), Name Surname (for item 3.1), Name Surname (Minutes)

**Apologies:** List names of apologies

**Leave of Absence:** List names of approved LOA *optional*

**Absent:** List names of absentees *optional*

**Register of interests:** List names and item number

**Tabled Papers/ Late Papers/ Replacement Papers:** List tables/late and/or replacement papers

1. **Formal Matters**
   1. **Welcome**

The Chair opened the meeting at Time AWST / Time AEST.

The committee joined in the University Prayer. The Chair welcome new members …

She also welcomed Title Name Surname (for Name Surname) and Name Surname (for item 3.1).

**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. **Minutes**

The minutes for meeting number/year held on Day, Date were confirmed as an accurate record.

* 1. **Action Items**

The Chair led a discussion on action items outstanding from prior meetings, as follows:

* **Item number/name:** *Include brief description of the action item update, including who spoke about the item*. **Status:** In progress/complete.
* **Item number/name:** *Include brief description of the action item update, including who spoke about the item*. **Status**: In progress/complete.
  1. **Report from the Chair**

The Chair reported that …

1. **Items for Decision**
   1. **Item name**

*Write a description of the discussion (if any), including who spoke about the item and the outcome.*

* 1. **Item name**

**RESOLUTION Insert meeting number/resolution number**

*Examples*

To recommend to the position/Committee that it **approve** the [Document title] as at Attachment A.

OR

To **recommend** to position/Committee that it **note**:

1. Insert text; and
2. Insert text.

*Write a description of the discussion (if any), including who spoke about the item and the outcome.*

**RESOLUTION Insert meeting number/resolution number**

Insert resolution.

1. **Items for Discussion**
   1. **Item name Paper 3.1 - attached**

*Write a description of the discussion, including who spoke about the item and the outcome.*

* 1. **Item name**

Name Surname tabled a paper (attached) highlighting the following key points:

1. **Items for Noting**
   1. **Item name**

*For suggestions, see 2.2.*

* 1. **Item name**

*For suggestions, see 2.2.*

1. **Other business**
   1. **Item name (as required)**

*For suggestions, see 2.2.*

* 1. **Item name (as required)**

*For suggestions, see 2.2.*

**Meeting Evaluation**

Committee member name and title provided an evaluation of the meeting highlighting the following:

1. **Next Meeting**

The next scheduled meeting will be held on Day, Date from Time-Time, via Zoom and/or Venue, Campus.

The meeting closed at Time.

This is the confirmed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

version of the minutes Signature of Chairperson Date