**Group Meeting Record**

Date & Time:  
Attendees:  
Apologies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue:** what’s being discussed | **Action item:** what has to be done from the discussion | **Who:** who’s responsible or the action item | **When:** when the action item has to be completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Next meeting**

Day & Time:  
Location: