**Name of Committee**

**Minutes**

**[Date and Time – eg:] Monday 8 May 2023 : 11am to 1pm**

**[Venue – eg:] Turing Room, Informatics Forum and Online via MS Teams**

**Members in attendance:**

* [Name / Position within School]

**Apologies:**

* [Name / Position within School]

**In attendance:**

* [Name / Position within School and note the item they were in attendance for]

**Decisions** *[Once minutes have been confirmed by the Convener, insert summary of decisions from within the minutes]*

|  |  |
| --- | --- |
| **Reference** | **Decision** |
|  | **[Minute Reference – YY.MinuteNumber]**  xxxx |
|  |  |

**Actions** *[Once minutes have been confirmed by the Convener, insert summary of actions from within the minutes]*

|  |  |  |
| --- | --- | --- |
| **Reference** | **Action** | **Owner** |
|  | **[Minute Reference – YY.MinuteNumber]**   * xxxx |  |

**Minutes of Meeting**

**[Minute Reference – YY.MinuteNumber: Agenda Item Title]**

[Summary of discussion]

**DECISION 01:** [Any decision made]

**ACTION 01:** [Any action agreed}

**[Minute Reference – YY.MinuteNumber: Agenda Item Title]**

[Summary of discussion]

**DECISION 01:** [Any decision made]

**ACTION 01:** [Any action agreed}

**Next meeting:**

* [Date of next meeting]