
Organisation · Date · Time · Location

Problem	Answer	Problem	Answer
1. Present		6. Previous minutes approved	
2. Apologies		7. Item 3 – summary, motion, vote, result	
3. In attendance		8. Item 4 – summary, motion, vote, result	
4. Quorum confirmed		9. Actions	
5. Declarations of interest		10. Next meeting	

Notes

Answer key – Minutes of the [meeting]

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1	Present	
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3	In attendance	
4	Quorum confirmed	
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Notes