# CIBSE

[Network Name] Committee meeting minutes

Held in-person at 222 Balham High Road and via Microsoft Teams on date

|  |  |
| --- | --- |
| Present Committee member name [initials] Committee PositionCommittee member name [initials] Committee PositionCommittee member name [initials] Committee PositionCommittee member name [initials] Committee PositionCIBSE Staff Full name [initials] Job TitleFull name [initials] Job TitleApologies for absenceCommittee member name [initials] Committee PositionCommittee member name [initials] Committee PositionCommittee member name [initials] Committee PositionCommittee member name [initials] Committee Position**Additional Acronyms** Relevant acronyms used in the minutes |  |

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| --- | --- |
| Welcome and introductionsDescription here – who opened the meeting?  | Actions |
| Approval of previous minutes and matters arisingDescription here – were any amendments needed to previous minutes?  |  |
| Agenda ItemDescription here – summary of conversation and any actions  | Initials here |
| Agenda ItemDescription here – summary of conversation and any actions |  |
| Agenda ItemDescription here – summary of conversation and any actions |  |
| Any Other BusinessDescription here – summary of conversation and any actions |  |

# Actions

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| --- | --- | --- |
| Description | Who | Time |
| Summary of action required | Initial | Agreed deadline (if applicable) |
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