# 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 Position  Committee member name [initials] Committee Position  Committee member name [initials] Committee Position  Committee member name [initials] Committee Position CIBSE Staff Full name [initials] Job Title  Full name [initials] Job Title Apologies for absence Committee member name [initials] Committee Position  Committee member name [initials] Committee Position  Committee member name [initials] Committee Position  Committee member name [initials] Committee Position  **Additional Acronyms**  Relevant acronyms used in the minutes |  |

|  |  |
| --- | --- |
| Welcome and introductions Description here – who opened the meeting? | Actions |
| Approval of previous minutes and matters arising Description here – were any amendments needed to previous minutes? |  |
| Agenda Item Description 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 Business Description here – summary of conversation and any actions |  |

# Actions

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