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| --- | --- | --- | --- | --- | --- |
| **[Insert Group Name] Group Agenda** | | | | | |
| **Meeting Date** | Click or tap to enter a date. | | **Joining Information** | Click or tap here to add Teams Meeting Information. | |
| **Meeting Time** | Click or tap here to add the time. | |  |
| **Meeting Location** | Click or tap here to enter address. | | | | |
| **Main Objectives** | Click or tap here to enter the focus of the meeting. | | | | |
|  | | | | | |
| **Attendees** | | **Circulation list** | | | **Apologies** |
| Click or tap here to enter names. | | [groups@cibse.org](mailto:groups@cibse.org)  Click or tap here to enter names. | | | Click or tap here to enter names. |

# Agenda:

## Welcome and Introductions

## Declarations of Conflicts of Interest

## Review of Previous Minutes

## Review of Activity Plan

## CIBSE Publication and Training

## Consultations and Policy

## Closing Remarks & Any other Business

|  |  |  |
| --- | --- | --- |
| 01 | Welcome and Introductions | Start time |
|  | Click or tap here to enter details. The Chair, or Vice-Chair in their absence, should ensure all new members are introduced to the committee. | |
| 02 | Declarations of Conflicts of Interest | Start time |
|  | Click or tap here to enter details. Does anyone on the committee have any conflicts of interest? | |
| 03 | Review of Previous Minutes | Start time |
|  | Click or tap here to enter details. The Honorary Secretary should be able to provide the minutes ahead of time. | |
| 04 | Review of Activity plan | Start time |
|  | Click or tap here to enter details. Are there any outstanding actions that need to be reviewed? Has anyone suggested new ideas between meetings? Does your committee want to collaborate with another CIBSE Network?  The Honorary Treasurer should be aware of all the Group’s expenditure.  A gentle reminder that all activities the committee takes (including communications and events without expenditure) should be on this plan. | |
| 05 | CIBSE Publication and Training | Start time |
|  | Click or tap here to enter details. The Group’s corresponding Knowledge Publications should be reviewed and updated regularly.  To make a proposal for new or updated guidance and training please contact [groups@cibse.org](mailto:groups@cibse.org).  Members of the Group (not just the steering committee) will then be invited to contribute. | |
| 06 | Consultations and Policy | Start time |
|  | Click or tap here to enter details. Are there any consultations that the Group should be involved in? Consultations should be brought to CIBSE who will organise a response on behalf of CIBSE and its members. Please contact [groups@cibse.org](mailto:groups@cibse.org) to arrange.  Members of the Group (not just the steering committee) will then be invited to contribute. | |
| 07 | Closing Remarks & Any other Business | Start time |
|  | Click or tap here to enter details. The Chair, or Vice-Chair, can use this to summarise the actions needed before the next meeting and congratulate those who have achieved their targets. The Honorary Secretary can then confirm the date for the next meeting. | |