Minutes of the meeting of the NAME OF COMMITTEE of the COLLEGE at Brunel University London held on DATE AND YEAR at TIME in BUILDING, ROOM.

Present:

LIST ALL COMMITTEE MEMBERS PRESENT AND THEIR ROLE WITHIN THE COMMITTEE

In attendance:

LIST ALL ADDITIONAL ATTENDEES PRESENT AND THEIR TITLES

Apologies:

LIST ALL APOLOGIES RECEIVED

Absence:

LIST ALL ABSENT MEMBERS WHO HAVE NOT PROVIDED APOLOGIES

Officers in Attendance:

LIST ALL SECRETARIES/OFFICERS TO THE COMMITTEE AND THEIR ROLE

**1) Agenda item**

1.1 PROVIDE A SUMMARY OF THE DISCUSSION AND WHO MADE A CONTRIBUTION, WITHOUT USING NAMES eg THE UBS PRESIDENT STATED THAT……, THE ACADEMIC COLLEGE REPRESENTATIVE SUGGESTED THAT……

**ACTION:** LIST ACTION UNDER THE AGENDA ITEM IT REFERS TO

1.2

**2) Agenda item (INCLUDE DOCUMENT NUMBER WHICH SHOULD RUN CONSECUTIVELY FROM MEETING TO MEETING)**

2.1

**3) Any other business**

17.1

17.2

**18) Dates and times of future meetings**

18.1 ENSURE THE DATE, TIME AND VENUE OF THE NEXT MEETING IS CONFIRMED

The meeting closed at TIME.

A CONSOLIDATED ACTION LIST SHOULD BE APPENDED TO KEEP A RUNNING CHECK ON PROGRESS WITH ACTIONS FROM MEETING TO MEETING. SEE NEXT PAGE FOR TEMPLATE

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**COLLEGE OF [insert title]**

**[Insert committee title] ACTION SHEET**

| **Minute number** | **Arising from** | **Action** | **Action owner** | **Action update** |
| --- | --- | --- | --- | --- |
| **Outstanding from meeting of [insert date]** | | | | |
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| **Outstanding from meeting of [insert date]** | | | | |
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