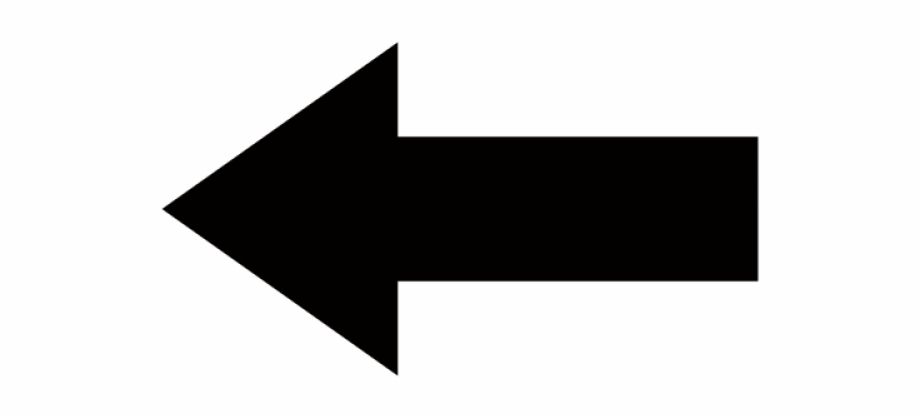
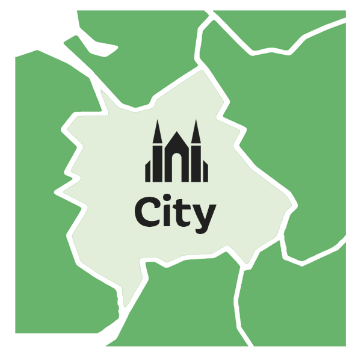
Name of the meeting: Click or tap here to enter text.

Date: Click or tap to enter a date.



Time: Click or tap here to enter text.



Where is the meeting? Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Topic | To talk about | Who |
| Acknowledgement of Country | Click or tap here to enter text. | Click or tap here to enter text. |
| Welcome  image3.png | Click or tap here to enter text. | Click or tap here to enter text. |
| Update  Checklist_Good-1_600x600.png | Click or tap here to enter text | Click or tap here to enter text. |
| Topic 1 | Click or tap here to enter text | Click or tap here to enter text. |
| Topic 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| Topic 3 | Click or tap here to enter text. | Click or tap here to enter text. |
| Topic 4 | Click or tap here to enter text. | Click or tap here to enter text. |
| Topic 5 | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Business | Click or tap here to enter text. | Click or tap here to enter text. |
| Calendar and clock with a question mark.Next meeting | Click or tap here to enter text. | Click or tap here to enter text. |
| What we appreciate  A group of three people sitting at a table with their thumbs up. | What have you both appreciated about your time together? | Click or tap here to enter text. |

VALID developed this template. Use it with your organisation’s policies and procedures.