****

|  |  |
| --- | --- |
| Meeting Date and Time: |  |
| Meeting Location: |  |
| Present: |  |
| Apologies: |  |

Meeting minutes

|  |
| --- |
| **Item 1: {Pressing discussion}** |
|  |
| **Item 2: {Leader update}** |
|  |
| **Item 3: {Budget & Expenditure}** |
|  |
| **Item 4: {Media & Marketing}** |
|  |
| **Item 5: {Logistics}** |
|  |
| **Item 6: {Sponsorship}** |
|  |
| **Item 7: {Mission & Fundraising}** |
|  |
| **Item 8: {Other discussion}** |
|  |

|  |  |
| --- | --- |
| Meeting concluded at: |  |
| Next meeting date: |  |
| Time: |  |
| Place: |  |