Minutes

[Insert Meeting Number e.g. Club Executive Meeting 1] [Insert Year]

[Club Name]

**Dáta | Tám** 5ú Samhain 2015 5:00 PM | **Location** Páirc an Chrócaigh

# **I Láthair**

* Member 1
* Member 2
* Member 3 etc…

# **Leathsceál**

* Fritheadh leathsceál ó [Insert name]

# **Miontuairiscí**

* 1. The Minutes of the previous meeting (See Appendix 1) were proposed by [Insert name] and seconded by [Insert name]

# **Agenda Item 2**

* 1. Brief description of the main points made.

**Actions**

* Summary of what was agreed

# **Agenda Item 3**

* 1. Brief description of the main points made.

**Actions**

* Summary of what was agreed

# **Agenda Item 4**

* 1. Brief description of the main points made.

**Actions**

* Summary of what was agreed

# **Agenda Item 5**

* 1. Brief description of the main points made.

**Actions**

* Summary of what was agreed

# **Aon Gno Eile**

* 1. Describe any other business

# **An Chéad Chruinniú Eile**

* 1. Note the date, time and venue of the next meeting.

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| **SUMMARY OF ACTIONS** |
| **ITEM** | **ACTION** | **RESPONSIBILITY** | **TO BE COMPLETED BY** | **CHECK** |
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