Agenda and Minutes Documents

General Meeting Agenda and Minutes
- Date, Time
- I. Present & Apologies Received (pass around signing in sheet for legal record of attendants)
- II. Declarations of Interest
- III. Matters Arising (including approval of the previous meeting's minutes)
- IV. Reports
- V. Proposals
- VI. Actions & Decisions
  - Actions (assigned to named circle / person & timescale)
  - Decisions

Forum Agendas and Minutes
- Date, Time
- I. Present and Apologies
  - Opening round - check-in
- II. Declarations of Interest
- III. Matters Arising
  - Actions from previous Forum
- IV. Staffing Update
- V. Circle 'for Forum' items (News)
- VI. Project updates
- VII. Proposals
- A.O.B.
- Meeting summary:
  - Actions and decisions
  - Update backlog (list of items for future meetings and review dates)
- Closing round - feedback on the meeting

Circle Meeting Agendas and Minutes
- Date, Time
- Opening round - check-in
- ADMIN
  - Attendance and apologies
  - Duration
  - Minutes from last time; action points
  - Information / announcements
  - Next meeting date (anyone going to be away)
- Consent to the agenda
- Agenda items:
  - Report - clarifying questions
  - Explore - clarifying questions and reactions round(s)
  - Decide - clarifying questions, reactions round(s), consent
- Meeting summary:
  - Actions and decisions
  - Update backlog (list of items for future meetings and review dates)
  - Requests for the next meeting's agenda
- Closing round - feedback on the meeting

NAME OF Circle - DATE

Time	Min	Topic	
09:00	5	**OPENING ROUND**	
09:05	3	**ADMIN** ● Attendance ● Duration of meeting ● Minutes ● Information *(any announcements not covered in agenda?)* ● Next meeting **Actions:** ● **Name**: To... ● **Name**: To...	
09.08	2	**CONTENT: Consent to agenda**	
9.10	5	**Report on … (*Name*)** Clarification questions Next steps	Report
9.15	10	**Feedback request for…. (*Name*)** Clarification questions Reactions Next steps	Explore
09.25	20	**Proposal to…. (*Name*)** Clarification questions Reactions Consent Next steps	Decide
09.45	7	**Feedback request for…. (*Name*)** Clarification questions Reactions Next steps	Explore
09.52	5	**Meeting summary** (actions, reminders for next time) **Update backlog** *(what needs to get on/off the backlog?)* **Next meeting -** dept circles (original rationale & docs) **Three items to include in forum pack -**	Decide
09.57	3	**CLOSING ROUND (feedback on meeting)**	