

agenda

general meeting

1. welcome

Welcome everyone to the meeting. Announce any apologies and welcome new people that are attending the meeting.

2. note-taker

Ask one of the Circle members to volunteer as note-taker for the meeting. It is important to record the meeting and any action items. Sharing the note-taker role will give everyone experience and purpose.

3. review of tasks in context of goals

Review the previous minutes and discuss each item that Circle members are working on.

4. new items

Personal update.

5. confirm next meeting time and location

notes:



minutes

Minutes of: _____ Circle meeting _____
(Name/s) (Date)

Attendees: _____

Apologies: _____

Chair: _____

previous minutes / tasks

Approved: *Insert Information from previous minutes. Note any alterations that have been made.*



minutes

review of goals / tasks from last meeting

Item: <i>List the agenda item. e.g. Health.</i>	Discussion: <i>Briefly list what was discussed about the item. Note any relevant quotes and the person's name.</i>	Action: <i>List the action that needs to occur to progress the goal/ task. Allocate action to a person.</i>
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new items

For items that were not on the agenda, note the discussion as above.

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Next meeting:
It is always beneficial to organise the next meeting date at the end of each meeting, when everyone is present. Provide a distinct timeframe for the action items that need to be completed.

