

University Group Meeting Minutes

Date: [Insert date]

Time: [Insert time]

Location: [Insert location]

Facilitator: [Insert name]

Note Taker: [Insert name]

Attendees: [List names of attendees]

Absentees: [List names of absentees, if any]

1. Call to Order

The meeting was called to order by [Facilitator's name] at [Time].

2. Approval of Previous Meeting Minutes

The minutes from the previous meeting held on [Insert date] were reviewed and approved with/without amendments.

3. Agenda Items

3.1. Academic Updates

- **Topic:** [Insert topic name]
Discussion: [Provide a brief summary]
Decisions Made: [List any decisions made]
Action Items:
 - **Task:** [Insert task]
Assigned to: [Name]
Due Date: [Insert date]

3.2. Upcoming Events & Deadlines

- **Event/Deadline 1:** [Brief description]
Date: [Insert date]
- **Event/Deadline 2:** [Brief description]
Date: [Insert date]

4. Announcements

- [List any relevant announcements]

5. Next Meeting

Date: [Insert next meeting date]

Time: [Insert next meeting time]

Location: [Insert location]

6. Adjournment

The meeting was adjourned at [Insert time] by [Facilitator's name].

Minutes Prepared by: [Note taker's name]

Date: [Insert date]