

Agenda

Does anyone need us to talk about anything specific in this meeting?

(Record at the start of the meeting and allow time to discuss)

What progress has everyone made on actions agreed in the last meeting?

(Review previous meetings planner)

**How does everyone feel about the overall progress of the work?
Is anyone aware of any current/potential problems?**

**What actions need to be carried out before the next meeting?
Who is going to action them?**

(Record on a new planner and ensure everyone has a copy - use a google doc, email round or take photographs of physical copy)

Any other Notes: