

# Legal Advisory Group Meeting Minutes

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

## Attendees

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Apologies

- \_\_\_\_\_
- \_\_\_\_\_

## Agenda

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Discussion & Decisions

1. **Agenda Item 1:**  
Discussion Summary: \_\_\_\_\_  
Decision/Action: \_\_\_\_\_
2. **Agenda Item 2:**  
Discussion Summary: \_\_\_\_\_  
Decision/Action: \_\_\_\_\_
3. **Agenda Item 3:**  
Discussion Summary: \_\_\_\_\_  
Decision/Action: \_\_\_\_\_

## Action Items

1. Action: \_\_\_\_\_  
Responsible: \_\_\_\_\_  
Deadline: \_\_\_\_\_
2. Action: \_\_\_\_\_  
Responsible: \_\_\_\_\_  
Deadline: \_\_\_\_\_

## Next Meeting

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Minute Taker Signature