

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 _____