**Name:** Meeting title

**Date:** 1 May 2022

**Time:** 12:30 – 1:30

**Summary**

Summary information. e.g .three motions presented, 3 motions passed.

**1. Ngā Kupu Arataki | Preliminaries**

1.1 Karakia Tīmatanga | Opening Prayer

1.2 Mihi Whakatau | Welcome from the Chair

The meeting was chaired today by <name>

**2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status**

**Members Present**

1. <name> (Chair)

2. <name>

3. <name>

4. <name>

5. <name>

**Apologies**

1. <name>

2. <name>

3. <name>

**Absent**

1. <name>

**2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting**

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**2.2 Mahia Atu | Matters Arising**

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item | Action | Responsible | Outcome |
|  |  |  |  |
|  |  |  |  |

**3 Ētahi Kaupapa Anō | Any Other Business**

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**4 Karakia Whakamutunga | Closing Karakia**

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