



Minutes

Eco-Committee Meeting



An Eco-Committee meeting is where you make plans for your Eco-Schools activities

When you have a meeting it is a good idea to look at your action plan, discuss Eco-Schools and take notes (minutes) of what you plan to do. Below is a form that you might want to fill in at each meeting, discuss if there are sections missing or any that you don’t need to use.

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|  | **Your Notes** |
| When  Time and date of meeting |  |
| Where  Where was the meeting held? |  |
| Attendees  Names of everyone at the meeting |  |
| Apologies  Names of anyone who didn’t come to the meeting |  |
| Approval of minutes  Look at the minutes from the last meeting; are they correct, have all the actions been done? |  |
| Agenda  List of items you want to discuss at meeting |  |
| Action points | |  |  |  | | --- | --- | --- | | **Who** | **Action** | **By When** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| Next meeting | Before you leave agree when and where you are going to have your next meeting |