



Meeting Minutes

In here write the time and date of your meeting, so everyone knows when it was.

Time and date of the meeting:

Eco-Committee members present:

Every committee member should sign here to show who attended the meeting

Eco-Committee members not present:

What was discussed:

Write down a summary of the most important issues you talked about in this box.

Next steps:

This box is to record what actions the Eco-Committee need to complete before the next Eco-Committee meeting.

When and where is the next meeting?

Unfortunately, everyone will not always be able to attend every meeting, record the members not present here.

Use this box to arrange the time, date and location of your next meeting.

