**Eco-Committee Meeting Minutes**

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

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| **Your Notes** | |
| **When** |  |
| **Where** |  |
| **Attendees** |  |
| **Apologies** |  |
| **Approval of minutes**  Look at the minutes from the last meeting; are they correct, have all the actions been done? |  |

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| **Agenda**  List of items you want to discuss at meeting. |  | | |
| **Action points** | **Who** | **Action** | **By When** |
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| **Next meeting** |  | | |