

RMIT XXXXXXX |MINUTES

Meeting | time XX/XX/XXXX 17:30 –18:30 PM | Meeting location [Location]

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| Meeting called by | XXXXXXX  |
| Type of meeting | General |
| Facilitator | XX XX |
| Note taker | XX XX  |
| Timekeeper | XX XX |
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| AttendeesXX XX XX XXXX XXXX XX  |

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# Agenda topics

Time allotted | xx mins | Agenda topic [Topic] | Presenter XX XX

| Action items | Person responsible | Deadline |
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|  | XX XXXX XX | - - |

Time allotted | xx mins | Agenda topic | Presenter XX XX

| Action items | Person responsible | Deadline |
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|  | XX XXXX XXXX XXXX XX | ---- |

Time allotted | xx mins | Agenda topic [Topic]| Presenter All

| Action items | Person responsible | Deadline |
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|  | XX XXXX XX | -- |

Time allotted | xx mins | Agenda topic [Topic] | Presenter All

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| Action items | Person responsible | Deadline |
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|  | XX XXXX XXXX XXXX XX | ---- |

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 Time allotted | xx mins | Agenda topic [Topic] | Presenter All

| Action items | Person responsible | Deadline |
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|  | XX XXXX XX | -- |

Time allotted | xx mins | Agenda topic | Presenter All