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| **Meeting Information** |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Location** | *Meeting Location* |
| **Chair** |[ ]  *Name* |[ ]  *Name* |

|  |  |  |
| --- | --- | --- |
| **Item** | **Responsible Person** | **Completed?** |
| **Administration** |
| Meeting Location Booked | Administration(Due at least 1 week prior) |[ ]
| Meeting Agenda/Invitation Sent to membership | Administration(Due at least 1 week prior) |[ ]
| Standing Reports Received and distributed to membership | Administration(Due at least 1 week prior) |[ ]
| Guests have been reviewed and approved | Co-Chairs |[ ]
| **Old Business** |
| Business Item updates* There are updates available from responsible persons
* Closed business items are no longer on the agenda
 | Co-Chairs |[ ]
| Business Items escalations* Any business items requiring escalations have been brought forward to the employer
 | Co-Chairs |[ ]
| **New Business** |
| Business Items reviewed* New business items are reviewed.
* Established safety purpose
* Purpose and objective are understood
 | Co-Chairs |[ ]
| **Post Meeting Administration** |
| Prior month meeting minute sent to membership | Administration(Due 1 week after meeting) |[ ]
| Persons responsible for actions have been notified | Administration(Due 1 week after meeting) |[ ]