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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) |  |