Logo, company name

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**Dundee University Students’ Association**

**\*Society name\***

***\*Date and time\****

**\*Location of meeting\***

**Attendance:**

**Apologies:**

**AGENDA**

President – Chair

1. Approval of Minutes From \*date (of last meeting)\*
   1. \*date (of current meeting)\*
2. TO BE DISCUSSED
   1. \*list of elements proposed\*

***Team Updates***

1. Member of committee A (i.e., president)
2. Member of committee B (i.e, Vice President)
3. Member of committee C
4. ……..
5. …….
6. GENERAL
7. AOCB (Other Competent Business)
8. NEXT MEETING: \*date, time, location\*