

TEMPLATE MINUTES: GENERAL CLINICAL TRAINING COMMITTEE MEETING

Date	<i>Click here to enter text.</i>	Time	<i>Click here to enter text.</i>
Meeting Room	<i>Click here to enter text.</i>		
Tele/Videoconference	PC, Mac, iOS or Android: <i>Click here to enter text.</i> Telephone: Dial – <i>Click here to enter text.</i> Meeting ID – <i>Click here to enter text.</i>		
Chair	<i>Click here to enter text.</i>		
Secretariat	Contact name & email: <i>Click here to enter text.</i>		

ITEM NUMBER	AGENDA ITEM			
1	Attendees		Apologies	
	Name	Position	Name	Position
2	Minutes of Previous Meeting			
	The minutes of the previous meeting on: <i>Click here to enter text.</i> were confirmed by the Committee.			
3	Action items			
	Action Item	Date when action item was added	Responsible person	Status
4	Standing Items			
4.1	JMO update			
	<i>Click here to enter text.</i>			
ACTION				
4.2	DPET update			
	<i>Click here to enter text.</i>			
ACTION				
4.3	Review of terms			
	<i>Click here to enter text.</i>			
ACTION				
	<i>Click here to enter text.</i>			
4.4	HETI related items (example – response or evidence due)			
	<i>Click here to enter text.</i>			

ACTION	
5	Other Business
5.1	<i>Click here to enter text.</i>
ACTION	
6	Meeting Close