<div align="center">

Some Committee Title
Minutes
[Date], [Scheduled Time]

</div>

Committee Members: Person (Job), Another Person (Another Job), Someone NoJob

Apologies: Someone Good

Absent: Someone Bad

Also present: Someone Visitor

<div align="center">

Meeting Opened at [Time]

</div>

Business

1. Business Item 1
   Some details about BI1
2. Business Item 2
   Some details about BI1
3. Et Cetera

<div align="center">

Meeting Closed at [Time]

</div>

Next Meeting: [Some Date], [Some Time], [Some Place]