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| --- | --- | --- | --- |
| **CIBSE [Insert Network Name] Agenda** | | | |
| **Meeting Date** | Click or tap to enter a date. | **Online Joining Information** | Click or tap here to add Teams Meeting Information. |
| **Meeting Time** | Click or tap here to add the time. |
| **Meeting Location** | Click or tap here to enter address. | | |
| **Main Objectives** | Click or tap here to enter the focus of the meeting. | | |
| **Voting actions** | Click or tap here to enter details of any voting action. | | |
|  | | | |

**AGENDA:**

**Welcome, introductions and apologies, approval of previous minutes, matters arising**

**Review of Activity and Funding Form**

* Are we on track and in budget?
* Are there any activities we would like to add/remove?
* Does each activity have someone assigned to lead the task?
* Does anyone need additional support to complete their activity?

**Knowledge & Publications**

* Report from Knowledge Liaison on any relevant Knowledge or Research projects currently in progress.
* Committee to compile feedback of relevant publications; are they due for an update?
* Does the committee want to propose any new Knowledge or Research Projects?
* Are there any changes to standards/regulations affecting our network?

**Collaboration with other networks**

* What other CIBSE networks can we collaborate with?
* What other non-CIBSE networks can we collaborate with?

**Membership updates**

* Has there been any feedback from members?
* Are we providing for all our members?

**Committee Review**

* Does everyone have an assigned task to carry out?

**AOB & Close**