monash graduate association

ABN 86 800 958 958

General Meeting agenda

[Name of Group]

[Date and Time of Meeting]

[Location and Venue of Meeting]

Agenda

1 Acknowledgement of Traditional Owners

2 President's welcome

3 Finances

4 Update by Executive team

5 Pre-submitted motions to be voted on

6 Activities, projects and events

7 Recruitment / Publicity

8 Pre-submitted discussion topic

9 Any other business

monash graduate association

ABN 86 800 958 958

General Meeting minutes

[Graduate Group Group]

[Date and Time of Meeting]

[Location and Venue of Meeting]

Attendees: [List names or attach as appendix]
Apologies: [List names]

Meeting chair: [Name]
Minute taker: [Name]

Was quorum reached? Y/N

---

1 Acknowledgement of Traditional Owners

If you are holding your meeting on a Monash Campus, you may use the following:
“I wish to acknowledge the people of the Kulin Nations, on whose land we are gathered today. I pay my respects to their Elders, past and present.”

2 President’s welcome

[Details]

3 Finances

[Details]

4 Update by Executive team

[Details]

5 Pre-submitted motions to be voted on

[Details]

Motion passed: Y/N.

6 Activities, projects and events

[Details]

7 Recruitment / Publicity

[Details]

8 Pre-submitted discussion topic

[Details]

9 Any other business

[Details]

Meeting closed: [Time]