

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

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]