

# General Meeting agenda

**[Name of Group]**

[Date and Time of Meeting]

[Location and Venue of Meeting]

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## 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

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**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]