OPUS Committee

Meeting #?

|  |  |
| --- | --- |
| Date: |  |
| Time: | [00:00 AM/PM] |
| Venue: | [Location name] |
| Chair: |  |
| Minutes: |  |
| Attendees: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Business Items | Supporting Documents | Responsible |
| 1 | Apologies |  |  |
| 2 | Previous Minutes | . |  |
| 3 | Matters Arising |  |  |
|  | 1. . |  |  |
|  | 1. . |  |  |
|  | 1. . |  |  |
| 4 | 2020 Meeting Dates | * . * . * . |  |
| 5 | Other Business Items |  |  |