

Minutes

Eco-Committee Meeting



An Eco-Committee meeting is where you make plans for your Eco-Schools activities

When you have a meeting it is a good idea to look at your action plan, discuss Eco-Schools and take notes (minutes) of what you plan to do. Below is a form that you might want to fill in at each meeting, discuss if there are sections missing or any that you don't need to use.

| | Your Notes |
|--|------------|
| When Time and date of meeting | |
| Where Where was the meeting held? | |
| Attendees Names of everyone at the meeting | |
| Apologies Names of anyone who didn't come to the meeting | |
| Approval of minutes Look at the minutes from the last meeting; are they correct, have all the actions been done? | |

