|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **In Attendance**  Aisling Ryan (AR)  Shawna Mitten (SM) | **Key**  A/I = Action Item  O/S = Outstanding  WIP = Work In Progress  Actioned & Issue Live  Actioned & Issue Closed  Review | | |
|  | | |  |  |
| ***Example- Budget*** | | | ***Status*** | ***Responsible*** |
| * Need to complete budget checklist | | | A/I | SM |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |

**Completed**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |