**Minutes of meetings**

Name of team/board

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|  |

Date meeting took place

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|  |

Who attended (and roles)

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Under each item in the minutes there should be:

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| --- | --- |
| **Session and item number** | **Title of the session** |
| **What was the decision** | **Actions resulting from it** | **Responsible** | **Deadline** |
|  |  |  |  |

Brief description of what happened in the session.

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| This should be at most a few sentences long |

For example

|  |  |
| --- | --- |
| **Session 2.1** | **Orientation, Vision and Terms of Reference (TOR) for EZB** |
| **What was the decision** | **Actions resulting from it** | **Responsible** | **Deadline** |
| EZB TOR needs sharpened | Rewrite the EZB TOR from comments made. | MFJ | End Oct |

Brief description of what happened in the session.

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| DRQ presented on the EZB TOR, the plan for this first EZB meeting and also for the vision for the EZB taking responsibility together for the zone. Key changes we are implementing are to do with new structures and new practices. Some instructions were given the Secretary to sharpen parts of the TOR. |