[insert organisation logo and address]

**RCPCH EQIP team meeting notes and actions**

**Date/time:**

**Location:**

**Chair**:

**Attendees**: (include name, title and initials)

**Summary of meeting actions**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | To be completed by when | Person responsible (initials) | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Meeting discussion**

**[Title of agenda item]**

**ACTION:**

**[Title of agenda item]**

**ACTION:**

**AOB**

**Future meeting dates**

****