**HUB [Insert Municipality/ District Name] Local Committee**

Meeting Minutes/ Agenda Template

[D/M/Y• Time PM]

[Location]

*Example topics below*

1. **Welcome & Introductions. Number of Attendees:**
2. **Review & Approval Minutes from last meeting**
3. **Presentation of HUB’s *Infrastructure Ideas Catalogue***
4. **Update status on #UnGapTheMap Gap List and add items if applicable**
5. **Roles and Responsibilities at local committee - Delegate roles and responsibilities:**

Co-Chairs:

Minute Taker:

Greeter (welcomes new members and follows up with info):

#UnGapTheMap Liaison:

Media Representative:

1. **Budget Update**
2. **Other Business/ Announcements/ Upcoming Events**
3. **Roundtable Discussion**
4. **Any Other Business**
5. **Next meeting date:**
6. **Meeting Adjournment [insert time]**