**Sample Flying Minute Template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for their meeting management.*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**Flying Minute/s for Member Endorsement**

[Insert date]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda No. and Title** | **Resolution** | **Action Officer** | **Endorsed**  **(√)** | **Not Endorsed (X)** |
| *Example:*  ***Agenda Item 1:***  *2025 Meeting Dates* | *1. That Members endorse the 2025 LDMG/DDMG Meeting Dates and make a commitment to attend future meetings.* | *All members* |  |  |
| **Agenda Item 1;**  [Insert title] | [Insert what the required outcome is] | [Action officer] |  |  |
| **Agenda Item 2:**  [Insert title] | [Insert what the required outcome is] | [Action officer] |  |  |
| **Agenda Item 3:**  [Insert title] | [Insert what the required outcome is] | [Action officer] |  |  |
| **Agenda Item 4:**  [Insert title] | [Insert what the required outcome is] | [Action officer] |  |  |
| [Choose an item] **MEMBER ENDORSEMENT**  *(NB – must be endorsed by appointed Member to achieve quorum and validate resolution)*  Signature: Name:  Date:       Agency: | | | | |