**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* |[x] [ ]
| **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:       |