|  |  |  |  |
| --- | --- | --- | --- |
| L:\Communications Services\Comms Services Projects\5. Brand\Templates, logos and guidelines\Development Area\Stationery template development\2014 May_new templates for web\university-generic-14\UC-col-14.png | | | agenda |
|  | | |
| Date |  | Click here to enter a date. | |
| Time |  | Click here to enter a date. | |
| To |  | Click here to enter text. | |
| At |  | Click here to enter text. | |
| Subject |  | Click here to enter text. | |
| Our Ref |  | Click here to enter text. | |
|  |  |  | |

Title

Present: List of attendees

Apologies:

Title

1. Minutes

The Minutes of the meeting held on 23 July 2020 were approved.

1. Title
2. Details
3. Third level of indent – line 1
4. Third level of Indent – line 2
5. Third level of Indent – line 3
6. Third level of Indent – line 4
7. Third level of Indent – line 5
8. Third level of Indent – line 6
9. Use shift tab or the demote but to move up and down levels
10. Go back to the first level of indent by using multiple shift tabs or the demote icon.
11. If you wish to restart or continue numbering right click on the numbers and select the option you require. ie: Restart Numbering, Continue numbering, Increase indent level (ie: promote) or decease indent level (demote). Hitting return twice will revert to the normal typestyle.
12. Title
13. Details

Further details

1. Details
2. Further details