

Humber NHS Foundation Trust

**PROGRESS MEETING
FOR [insert scheme title]**

Minutes of a meeting held on
[insert date, time and venue]

PRESENT:

APOLOGIES:

- 1 MAIN CONTRACTORS REPORT**
- 2 MATTERS ARISING**
- 3 VALUATIONS**
- 4 ANY OTHER BUSINESS**
- 5 DATE AND TIME OF NEXT MEETING**