[Insert Practice name] PPG Group

# Meeting Minutes

## Patient Participation Group

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Attendees:

* [Name 1]
* [Name 2]
* [Name 3]
* [Name 4]
* [Name 5]

## Apologies:

* [Name 1]
* [Name 2]

## Agenda Items:

* 1. Welcome and introductions: [Brief description]
* 2. Review of previous minutes and action points: [Brief description]
* 3. Practice update: [Brief description]
* 4. Patient feedback: [Brief description]
* 5. Health campaigns: [Brief description]
* 6. Any other business: [Brief description]
* 7. Date of next meeting: [Brief description]

## Discussion Points:

* 1. Welcome and introductions: [Details]
* 2. Review of previous minutes and action points: [Details]
* 3. Practice update: [Details]
* 4. Patient feedback: [Details]
* 5. Health campaigns: [Details]
* 6. Any other business: [Details]
* 7. Date of next meeting: [Details]

## Action Items:

* 1. Action Item: [Details]
* 2. Action Item: [Details]
* 3. Action Item: [Details]

Minutes recorded by: [Name]