

**XXX SIG Meeting**

**DATE**

**Summary and Actions**

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| **Welcome and Introductions** | | |
| Attending:   * NAME | Apologies:   * NAME | IMarEST:   * NAME |
| **Action Group 1: Eg. Early Career Outreach** | | |
| **Action** | | |
| **Action Group 2: Eg. Events (webinars, panel discussions, technical lectures)** | | |
| **Action** | | |
| **Action Group 3: Eg. Technical reports (position papers, reports, publications, blogs)** | | |
| **Action** | | |
| **Action Group 4: Eg. Policy Forums** | | |
| **Action** | | |
| **Action Group 5: Eg. Communications to corresponding members** | | |
| **Action** | | |
| **Any Other Business** | | |
|  | | |
| **Date and Time of Next Meeting** | | |
| **Action** | | |