

**XXX SIG Meeting**

**DATE**

**Summary and Actions**

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| **Welcome and Introductions** |
| Attending:* NAME
 | Apologies:* NAME
 | IMarEST:* NAME
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| **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**  |