

**UMT Sub-Group**

***(insert name of sub-group)***

**Summary Note of Meeting of [UMT Subgroup XX.0X]**

***(insert meeting date)***

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**Summary of Activity**

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| --- | --- |
| **Agenda Item** | **Description:** [*Synopsis and background for the item*] |
| **Status:** [*Action and/or Decision*] |
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| **Agenda Item** | **Description:** [*Synopsis and background for the item*] |
| **Status:** [*Action and/or Decision*] |

***\*\*Submit this summary note along with meeting minutes to UMT. Please note the summary note will be published on the Presidents Intranet for communication to the UCD Community. Please submit to*** [***UMT@UCD.ie***](mailto:UMT@UCD.ie)***.***