**MEETING AGENDA**

***(INSERT HERE: THE NAME OF YOUR GROUP)***

***(INSERT HERE: THE LOGO OF YOUR GROUP IF YOU HAVE ONE)***

|  |  |
| --- | --- |
| **PURPOSE OF MEETING** | *(Insert here: the reason why you are holding the meeting)* |
| **DATE AND TIME** | *(Insert here: the date and time of the meeting)* |
| **VENUE** | *(Insert here: the location of the meeting)* |
| **CHAIRPERSON** | *(Insert here: the name of the person that will be leading the meeting)* |
| **MINUTE TAKER** | *(Insert here: the name of the person that will be taking notes about the meeting)* |
| **ATTENDEES** | *(Insert here: the names of the people expected to attend the meeting)* |

**AGENDA ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM TO DISCUSS | DETAILS OF WHAT WILL BE DISCUSSED | WHO | TIME |
| 1. **Opening and welcome** | * General greetings * Introductions * Thanks and recognition | *(Insert here: name of chairperson)* | *(Insert here: the scheduled time at which this item will be discussed)* |
| 1. **Review actions from last meeting** | * Follow-up any actions people had to take after the last meeting * Are the actions complete, have they changed, is extra help required, etc. | *(Insert here: name of chairperson)* |  |
| 1. **General matters for discussion** | | | |
| **3.1.** ***(Insert here: the name of the item to be discussed)*** | *(Insert here: the key points about the item that will be discussed)* | *(Insert here: name of the person who will lead this discussion)* | *(Insert here: the scheduled time at which this item will be discussed)* |
| **3.2.** |  |  |  |
| **3.3.** |  |  |  |
| **3.4.** |  |  |  |
|  | *(Add other rows if you have extra items to discuss or remove rows if you don’t have this many things to discuss)* |  |  |
| 1. *(Insert here: the key points that were discussed against this Agenda item)* | *(Insert here: any extra items to discuss that haven’t yet been addressed)* | All |  |