|  |
| --- |
| **MEETING AGENDA****Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Time:** \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Room \_\_\_\_\_\_\_\_ |
| **Topic:**  | **Chair:** **Attendees:**  **Recorder:**   |
| **Meeting Objectives:*** ….
* ……
 |
| **To prepare for this meeting, please: -**  |
| **Materials we will use at the meeting:***
 |
| **Schedule [insert total number of minutes]**  |
| **Time** | **Minutes** | **Activity** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda item** | **Discussion** | **Action Points** |
| 1. ………..
 |  |  |
| 1. …………
 |  |  |
| **Agenda item** | **Discussion** | **Action Points** |
|   3……… |  |  |
| 1. AOB
 |  |  |