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