



MEETING AGENDA

MEETING AGENDA			
Organisation			
Meeting Type			
Date of Meeting		TIME	
Location			
Attendees			
Apologies			

AGENDA ITEMS			
Item		Person Responsible	Time Allocated
1	Welcome and apologies		
2	Confirmation of previous minutes and action items		
3	Incoming/Outgoing correspondence		
4			
5			
6	Other business		
7	Meeting close and set date, time and location for the next meeting		

ACTIONS FROM PREVIOUS MEETINGS			
Item		Person Responsible	Due Date
1			
2			
3			
4			

NEW ACTIONS			
Item		Person Responsible	Due Date
1			
2			
3			
4			

NOTES			