

Agenda

Meeting title: [e.g. Executive Management Team Meeting]
Date: [insert date]
Time: [e.g. 7:00 am – 12.10 pm]
Meeting called by: Attendee 1
Attendees: Attendee 1, Attendee 2, Attendee 3, Attendee 4
Absentees: Attendee 5
Please read: Minutes of previous meeting
Please bring: Minutes, Departmental Reports

Time	Agenda Item	Presenter
7:00 – 7:05	e.g. Welcome	Attendee 1
7:05 – 7.20	e.g. Approval of minutes from last meeting	Attendee 2
7.20 – 7.30	Item to be discussed [i.e. new business]	Attendee 3
7.30 – 8.00	Item to be discussed	Attendee 4
8.00 – 8.30	Item to be discussed	Attendee 3
8.30 – 9.00	Item to be discussed	Attendee 2
9.00 – 9.30	Break	
9.30 – 10.00	Item to be discussed	Attendee 4
10.00 – 10.30	Item to be discussed	Attendee 1
10.30 – 11.00	Item to be discussed	Attendee 2
11.00 – 11.30	Item to be discussed	Attendee 3
11.30 – 12.00	Item to be discussed	Attendee 2
12.00 – 12.10	Announcements	All attendees

Special notes:
