

Meeting agenda example

Date:

Time:

Venue:

Chairperson:

Notes taker:

Apologies:

A. Approval of previous minutes

Moved, seconded & approved by:

B. Business arising from previous meetings

C. Reports:

Enrolments:

Finances:

Projects:

Other:

D. Current items

No.	Item	Listed by whom
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

E. Next meeting date, time & venue