



# SAMPLE AGENDA TEMPLATE

1. Title of meeting
2. Date, time, venue
3. People present
4. Apologies for absence
5. Conflicts of interest
6. Minutes of previous meetings
7. Actions relating to previous meetings (sometimes referred to as matters arising)
8. Items to be discussed and decided
9. Reports from sub-groups
10. General business – any other business
11. Date, time and venue of the next meeting

