Name of organisation

Vison statement

**Meeting Agenda**

**Date:** enter date

**Venue:** enter venue

**Agenda Items**

1. **Attendees**
2. **Apologies**
3. **Welcome to Guests**
4. **Minutes of the previous meeting** (date of previous meeting)
5. **Matters arising from the previous minutes (Actions Items from previous meetng)**
6. **Calendar** (what events etc do you have coming up)
7. **Finances** (finance reports, payment required for authorisation or schedule etc)
8. **Correspondence** (incoming or outgoing correspondence)
9. **General business** (additional items that have come up during the time the agenda was sent out and the meeting date)
10. **Date of next meeting:** (next meeting date)

**ACTIONS**: (this section is used to record action items that have been designated to a person from a previous meeting)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Date** | **Action Item** | **Person res** | **Due** | **Update/Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
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[[1]](#footnote-1)

1. Created by [Stellaris Ltd](http://www.stellaris.co.nz/) 2020 [↑](#footnote-ref-1)