

MEETING AGENDA TEMPLATE

General Meeting agenda: Day Month Year Location

Folder for this GM where this agenda and all the linked documents are held.

Time	Item	Purpose (Info giving, Info gathering, Discussion, Decision)	Desired outcome	Notes & Papers	Presenter
0.00 5m	Warm up and check in				
0.05 3m	Apologies, proxies and last meeting minutes	Record apologies and proxies. Review minutes and any actions from last meeting	Agree last meeting draft minutes Review any changes. Any outstanding actions noted	Proxies in writing/ email by noon day before meeting. (Proxies need to be confirmed anew for each meeting) Apologies as soon as possible please (preferably by day before meeting)	Minute taker
0.08 2m	Agree agenda	Seek members' agreement to this agenda.	We agree the agenda		Coordinator
0.10 5m	Our meeting process	Outline our meeting process etc. to any new or prospective members	Ensure the meeting works for everyone.		Coordinator

Time	Item	Purpose (Info giving, Info gathering, Discussion, Decision)	Desired outcome	Notes & Papers	Presenter
15m	Break	Ensure we are refreshed			
15m	Directors and Service Team Reports	To deal with questions arising from Service Team and Directors reports		Links to most recent minutes on system	Directors and Service Teams
10m	Decision summary & Top Drawer review	Review minuted decisions to ensure we have recorded them correctly. Review existing Top Drawer plus any new additions from this meeting	We all know what decisions we have made today. They will be entered in the decision log		Minute taker
5m	GM Review	Feedback on response to last GM review This GM. What went well? How could it be improved?	To improve our meeting process and to plan ever more effective and enjoyable future GMs.	Minute-taker: please minute main points	Coordinator
	GM ends				

Equipment needed: Projector, flipchart and pens

Top drawer

Any items that are outside the purpose and decisions of this GM and need to be allocated to another owner. When an item is added to the Top Drawer, it is agreed then and there, at the GM, who will be its owner, and feedback on it - either on its priority relative to other current business, and a rough timescale, or with an outcome.

Other events

Saturday:

Sunday:

Items for upcoming GMs

Future GM dates