

## MEETING AGENDA TEMPLATE

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### Meeting Type Date Location

**Present:**

List attendees

**Minute-takers:**

List apologies

**NB** all proposals circulated before the meeting are linked to the agenda and can be found in the meeting folder

Item (as in agenda)	Purpose	Decision/Action
<b>Apologies</b>	Record apologies	List apologies
<b>Proxies</b>	Record proxies	List proxies
<b>Minutes of previous meeting</b>	Review minutes and any actions from last GM	List who agrees with the minutes
<b>Agree agenda</b>	Seek members' agreement to this agenda.	
<b>Our meeting process</b>	Outline our meeting process etc. to any new or prospective members	

Item (as in agenda)	Purpose	Decision/Action
<b>Item 1 as in agenda</b>	Purpose as listed in the agenda	Note decisions and actions Record discussion if necessary
<b>Item 2 as in agenda</b>	Purpose as listed in the agenda	Note decisions and actions Record discussion if necessary
<b>Reports from other groups</b>	To deal with questions arising from other groups' reports	
<b>Decision summary &amp; Top Drawer review</b>	Review minuted decisions to ensure we have recorded them correctly. Review existing Top Drawer plus any new additions from this GM	List all decisions taken at the meeting
<b>Meeting Review</b>	What went well? How could it be improved?	List all feedback on the meeting
		Time meeting closed

**Top Drawer** (items must be allocated to a group or team with a date for report back)

**Items for Future Meetings**