

meeting agenda template

**Meeting Agenda**

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| **Meeting Title** |  |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Attendees Reqd:** |  |
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| **Meeting Overview** |
| **Event Coordinator / Secretary** | ·       *Apologies* |
| ·       *Correspondence coming in* |
| ·       *Business arising from Minutes of previous meeting* |
| ·       *Committee's report* |
|  | **·       *General Event Planning Checklist*** |
|  | ·       *Financials* |

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| **General Event Planning Checklist – Things to do this month…** |
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| **Financials Update** |
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| **Meeting Close** |
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