# COMPANY

# 321 Oxford Road

# Manchester

# M1 1AA

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| --- | --- |
| Board meeting | Date  Location  Start / End time |

|  |  |
| --- | --- |
| Meeting called by | Name |
| Attendees: | Attendee list |
| Documents: | Reading list |
| Please bring: | Supplies list |

**Greetings and welcomes**

**Agenda comments/modifications/additions**

A chance for members review and modify/add to the existing agenda.

- Begin meeting minutes -

**Review and update**

* Updates on previous meeting
* Unresolved items
* Any decisions/votes required

**New topics/tasks**

List any reports/presentations/topics for discussion and who will be leading them

**Action summary**

Summarise required actions and time scales

* Required investigations/reports
* Additional meetings/liaison

**Comments, questions and Announcements**

Any additional/separate comments, questions or special announcements.

**Adjournment**

Formal summary and closure of the meeting to be lead by the chair of the meeting.

|  |  |
| --- | --- |
| Next meeting date | Date |
| Preliminary agenda items | Attendee list |