**Meeting Agenda**

**Team:** Group name

**Location of meeting:**

**Date of meeting**: Day, month, year

**Start/end time:**

**Meeting Purpose:** To discuss and plan ...

**Participants:** e.g. Listed alphabetically. Identify chairperson and recorder.

**Agenda items:**

1. Welcome and introductions
2. Note additions or changes to the agenda
3. Review minutes and action items from the last meeting
4. Members’ Reports (if applicable)

5.0 Updates &/or Old Business

1. New Business:
   1. Discuss ...
   2. Review ...
   3. Plan ...
   4. Other tasks as required with completion dates
2. Review of minutes
3. Adjourn meeting – set the date for the next meeting