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| **Pieter van Jaarsveld**  **Boardroom** |  | **Agenda HK 2021/2022**  **Meeting #** |  | **DD/MM/YYY HH:MM** |

1. **Welcome**

Opening – an opportunity for all to start the meeting’s proceedings as they see fit.

1. **Apologies and Setting of the Agenda**
   1. Apologies
   2. Additional agenda points
2. **Team Check-in**
   1. Weekly check-in question
   2. Desired meeting outcomes
3. **Points of Discussion (10 minutes per point)**
   1. [Name] Agenda point
4. **Points for Decision / Voting / Action**
   1. [Name] Agenda point
5. **Points of Information**
   1. [Name] Agenda point
6. **Points Relating to the Prim Committee**
   1. [Name] Agenda Point
7. **Opportunity to Address**
   1. [Name] Agenda point
8. **Communication to Floors**
   1. [Name] Agenda Point
9. **Conclusion** 
   1. Calendar planning – Refer to the rhythm.
      1. [Name] Agenda point
   2. Accountability check-up. Refer to goal-setting platform (MURAL).
   3. Next meeting (date and time)
   4. Check-out