Project meeting agenda [project name]

Subject:		
Date:		Time:
Location:		
Chairperson:		Secretary:
Present:		

1. **Opening (fix agenda?)**

2. **Announcements**

3. **Minutes**

4. **Main topic 1**

5. **Main topic 2**

6. **Main topic 3**

7. **Main topic ....**

8. **Any other business (AOB)**

9. **Next meeting**

10. **Closing**

Appendices.......