**AGENDA**

The following is the agenda for the first meeting of **Team name** which is scheduled to take place at 2:30 in room PBF7 on Thursday 1st May 2014.

**Distribution**

All Team Names listed here

**Agenda**

1. Apologies for Absence
2. Minutes of Previous meeting
3. Matters arising (ACTIONS from previous meeting)
4. Suggested Project Topic e.g. Discussion of Company Logo
5. Suggested Project Topic e.g. Discussion of Home Page
6. Any Other Business
7. Date of next Meeting