# [Insert name of meeting] Agenda

Date: [Insert date]

Time: [Insert time]

Venue: [Insert venue]

Attendees:

Apologies:

Chair:

## Introduction

x:00 am Meeting open and acknowledgement of country

x:02 am Values moment

x:05 am Minutes of previous meeting held

## Discussion items

### Topic

* Insert text

Owner/Presenter:

Time:

Paper:

### Topic

* Insert text

Owner/Presenter:

Time:

Paper:

### Topic

* Insert text

Owner/Presenter:

Time:

Paper:

## Other business

### Topic

* Insert text

Owner/Presenter

Time

Paper

### Topic

* Insert text

Owner/Presenter:

Time:

Paper:

Next meeting: [Insert date]

Chair: