This template is provided as a sample to be modified as required.

|  |  |
| --- | --- |
| <Public Body Logo> | <Public Body Name><Public Body Division Name> |

**Meeting Agenda**

|  |  |
| --- | --- |
| Objective |  |
| Meeting Date |  |
| Meeting Time |  |
| Meeting Location |  |
| Chair |  |
| Participants |  |

|  |  |
| --- | --- |
|  | **Topic** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. | Action Items |
| 7. | Next Meeting |