

# Section 355 Meeting Agenda Template



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**COMMITTEE NAME**  
**Insert time, date & place of meeting**

## **AGENDA**

1. Apologies
- 2a. Minutes of the previous meeting
- 2b. Business arising from those minutes
3. Correspondence - inward and outward
4. Treasurer's report (if required)
5. *list specific items of business that are to be discussed at the meeting*
6. General business
7. Date of next meeting