



Argyll and Bute Third Sector Interface

Sample Agenda

An agenda does not have to be complicated. It should simply reflect what the group wish to cover in the meeting.

The agenda below is an example of how an agenda could be set out and what it might contain:

AGENDA

Meeting Date and Time
Venue/Place of Meeting Attendees

- 1. Welcome, introductions and apologies.*
- 2. Progress since last meeting*
- 3. Consultation*
- 4. Funding applied for*
- 5. Any other business*
- 6. Date and time of next meeting*
- 7. Close*

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