

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 could contain. It is completely fictional and is not linked to any 'friends of' group.

**AGENDA
FRIENDS OF CUTTESLOWE PARK MEETING
20TH OCTOBER 2006, 6.30PM
HELD AT CROWCROFT PARK BOWLING PAVILION**

1. Welcome, introductions and apologies.
2. Progress since last meeting
3. Consultation
4. Funding applied for
5. A.O.B. (any other business)
6. Date and time of next meeting
7. Close

An agenda for an AGM would be slightly different because it would have to include a financial report for the year and election of the committee, it could also include guest speakers and a progress report from the committee.