

EXAMPLE OF SUGGESTED AGENDA FORMAT

AGENDA FORM			
Date:	Place:	Participants:	
ITEM & DESCRIPTION	RESPONSIBILITY	OBJECTIVE	TIME
1. Year's budget	J. Jones: presentation	Decision	9 am.
2. Project "A" Status	Jacques Tremblay & participants	Information	9.30
3. Other business	Chairman	Discussion	10 am.
4. Close			10.30

SUGGESTED MINUTES AND ACTION PLANS FORMAT

Meeting (committee name)		Date
Location	Chaired by	Participants
Topic:	Submitted by	Prime speaker
Main points		
Action plan/decision		
Action to be taken	By whom	By when
(Repeat above for each topic item)		