

# Action Club Meeting Agenda



Date: ..... Time: ..... to .....

Facilitator: .....

Venue: .....

Items*:	Time allocated (minutes)
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*\*Delete or add to them as necessary*

**1. Welcoming of new members:** .....

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**2. Update on action/progress/developments since last meeting:** .....

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**3. Brainstorming / planning etc:** .....

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**4. Other business: (Questions and subjects for discussion from members)** .....

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**5. Confirm date and time for the next meeting:** .....

Date: ..... Time: .....

**6. Social time:** .....