



HOUSING FOR THE AGED ACTION GROUP INC.

EXAMPLE: AGENDA

The agenda is a written record setting out the direction of the meeting. It should include:

- » the title of the meeting
- » the date, time and venue
- » apologies for absent committee members
- » minutes of the previous meeting
- » actions relating to the previous meeting
- » items to be discussed and decided
- » reports from sub-groups
- » any other business
- » date, time and venue of next meeting

