**Subject Agenda – [meeting]**

**Date and time** [date and time]

**Place** [place]

**Participants** [names of the participants]

**Guests** [names of the guests]

12.00–12.10

1. Welcome
2. Adoption of agenda
3. Approval of minutes of previous meeting

12.10–12.25

1. Matters for information:
2. Subject 1
3. Subject 2

12.25–12.40

1. Matters for discussion and approval:
2. Approval of xxx

12.40–13.10

1. [For example] Round the table

14.25-14.30

1. Any other business
2. Next meeting [where and when?]
   1. Topic 1 for the next meeting
   2. Topic 2 for the next meeting