**Subject Agenda – [meeting]**

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

**Place** [place]

**Participants** [names of the participants]

**Guests** [names of the guests]

1. Welcome

[text]

1. Adoption of agenda

[text]

1. Approval of minutes of previous meeting

[text]

1. Matters for information:
2. Subject 1

[text]

1. Subject 2

[text]

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

[text]

1. [For example] Round the table

[text]

1. Any other business

[text]

1. Next meeting [where and when]
   1. Topic 1 for the next meeting
   2. Topic 2 for the next meeting