**Meeting agenda**

**Subject**:

**Date and time**: day xx/xx/20xx: xx.xx – xx.xx

**Location**:

**Meeting room**:

|  |  |  |
| --- | --- | --- |
| **09.00** | **Insert agenda item 1** | Name (organisation) |
|  | More details |  |
|  |  |  |
| **09.30** | **Insert agenda item 2** | Name (organisation) |
|  | * More details * More details |  |
|  |  |  |
| **10.00** | **Insert agenda item 3** | Name (organisation) |
|  | More details |  |
|  |  |  |
| **10.15** | **Insert agenda item 4** | Name (organisation) |
|  | More details |  |
|  |  |  |
| **11.00** | **Insert agenda item 5** | Name (organisation) |
|  | More details |  |
|  |  |  |