

First Meeting Agenda

Date:

Agenda for first meeting			
	Item	Responsibility	Action
1	Introductions and icebreakers		
2	Attendance, absences, apologies		
3	Group charter (discuss)		
4	Group Leader		
5	Note-taker		
6	The task		

Agenda for first meeting

	Item	Responsibility	Action
7	Reflector		
8	Issues		
9	Allocation of tasks		
10	Timeline		
11	Means of communication		
12	Agenda for next meeting; Details of next meeting		

