



Meeting agenda template

Murdoch Kendo Club INC

Committee meeting

Date:	06/01/2023
Time:	7pm
Place:	Discord

Item and description	Motion	Responsible	Duration
Formalities			
Welcome and apologies		Secretary	5min
Previous meeting/s minutes <ul style="list-style-type: none">• <i>Confirm the minutes</i>• <i>Follow up progress on any action items or resolutions</i>		President or chair	15min
Declaration of any conflicts of interest for items on current agenda		President or chair	5min



Item and description	Motion	Responsible	Duration
General business			
Items for discussion <ul style="list-style-type: none">• draft Programme Plan Development (Phase 1) proposal		Bernard	40mins

Item and description	Motion	Responsible	Duration
Other items/wrapping up			
Review of agreed actions and motions arising from general business		Secretary	10mins
Late or urgent business		Everyone	15mins
Confirmation of date, time and location of next meeting		President or chair	10mins
Meeting close		President or chair	