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**[INSERT NAME] staff network meeting agenda [SAMPLE]**

**Date:** please use format [date month year], eg 1 December 2023

**Time:** please use 12hr format, eg 9.00am - 5.00pm

**Location:** full address including postcode and / or meeting link if virtual

**Meeting chair:**

|  |  |
| --- | --- |
| **Time** | **Agenda items** |
| 09:00am | **Welcome and introductions**  Item presenter, job title, organisation |
| 09:10am | **Review of minutes and actions arising from last meeting**  Item presenter, job title, organisation |
| 09:30am | **Network updates**  Item presenter, job title, organisation |
| 09:45am | **Guest speaker**  Speaker name, job title, organisation  Description |
| 10:15am | **Agreed actions**  Item presenter, job title, organisation |
| 10:25am | **Any other business and next meeting date**  Item presenter, job title, organisation |
| **10:30am** | **Close** |