

TEMPLATE EXAMPLE: Meeting Agenda

Meeting Information			
Project Name			
Meeting Name			
Meeting Purpose			
Venue			
Date		Time	
Facilitator		Scribe	
Required Participants			
Agenda Items			
1.	Welcome to Country	We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon here today.	
2.	Welcome and Apologies		
3.	Work Health and Safety	<i>All meetings should start with a short (need to know) discussion on WHS requirements associated with the venue, for example: location of emergency assembly point, location of nearest exit etc.</i>	
4.	Previous Minutes	<i>If there has been a prior, related meeting, it may be appropriate to review, acknowledge and/or accept the previous minutes. It may also be appropriate to go through (discuss) action items from previous meeting(s).</i>	
5.	Hazard Register Status	<i>If the meeting relates to an active engineering project, it may be appropriate to review the Hazard Register (e.g. Safe Design Hazard Register and Action List) to check the status of actions associated with hazard controls.</i>	
6.	New Business/Required Discussion		
6.1	Agenda topic/discussion item: Title here	<i>Initial of person(s) leading discussion on this topic</i>	
6.2	Agenda topic/discussion item: Title here	<i>Initial of person(s) leading discussion on this topic</i>	
6.3	Agenda topic/discussion item: Title here	<i>Initial of person(s) leading discussion on this topic</i>	
<i>Insert agenda topics as required.</i>			
<i>NOTE: If there is a specific decision to be made at the meeting, this should be communicated in the agenda so that participants come prepared and informed, to provide input in to decision-making process.</i>			
7.	Any Other Business	<i>Provide opportunity for participants to raise additional relevant topics and discussions items.</i>	
8.	Next Meeting	<i>Provide details of the next meeting (when and where).</i>	