

Agenda for the XXX Group Meeting
hh:mm - hh:mm {AM,PM}, dd Month yyyy

Instructions for using this template (delete these instructions after installation of this file):

1. Record meeting agenda in a separate file for each meeting; name each file "ddmmmyy.html", e.g.,
31oct03.html

If more than one meeting is held on the same day, suffix each file name with "a", "b", "c", as necessary. E.g., 23jan98a.html, 23jan98b.html. Store these files in the project directory

administration/agenda/

2. Fill in your group name where "XXX" appears above.
3. Fill in "hh:mm - hh:mm {AM,PM}, dd Month yyyy" with the time and date of the meeting, e.g.,
1:40 - 2:00 PM, 31 October 2003.
4. Itemize a list of topics to be covered in the meeting.
5. During the meeting, take notes and record the minutes as described in