# **Agenda**

## **<insert Collaborative name>**

**Date:**

**Time:**

**Venue:**

**Host:**

1. **Present/Apologies**
2. **Confirmation of previous Action List**
	1. Minutes
	2. Action List
3. **Deferred Business**
4. **Business Arising**
5. **Standing Items**
	1. Stories from the field
	2. Action Plan – progress update
		1. Lorum ipsum
		2. Lorum ipsum
		3. Lorum ipsum
		4. Lorum ipsum
6. **New Business**
	* 1. Lorum ipsum
		2. Lorum ipsum
7. **Other Business without notice**
8. **Items for noting**
9. **Next meeting**