# **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**