



I used Arial font as this matches the font in the logo

# **Agenda**

I wrote the title and meeting information in large bold letters as they are important and this helps make them stand out.

**Location:**

**Date:**

**Time:**

1. **Apologies for absence**
2. **Minutes of previous meeting**
3. **Matters arising**
4. *Adjustable content*
5. *Adjustable content*
6. *Adjustable content*
7. **Any other business.**
8. **Date and time of next meeting**

I included all the standard content of an agenda, and left space for other discussion items to be inserted.

I left gaps between each point to allow space for notes to be made.