

Attachment: Meeting agenda

Number of methodological Tool	EUPA_LO_070_M_001
Number of attachment	EUPA_LO_070_M_001_Att1

Meeting Agenda 1

Objective:

Date: [03/06/2017]

Time: 9:00 AM

Called By: Peter Smiths

Location: Room 3.76

Meeting Type: Team meeting

Facilitator: Peter Smiths

Attendees: Mary Jones
Bob Grades
Penny Black

Agenda Items:

1. Minutes of the previous meeting
2. Business arising from previous minutes
 - Completion of the august event materials
 - Reporting the progress of the projects running
3. Discussion on the current business stats
 - To be received by the Secretary in writing prior to the meeting
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4. Next Meeting
5. Meeting Close

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AGENDA 2

Meeting name: Management committee

Meeting date: June 7, 9.00-11.00

Meeting location: Main Boardroom, Head office

Item	Issue of discussion	Responsible
Review of previous minutes		S. Smiths P. Johns
Review of today's agenda		P. Johns
Status of the upcoming operational review	Are we fully prepared? What are the costs projected?	R. Stratton
Employee assistance programs	Extra service contract costs have been escalating with the current contractor. Should we go out to tender for another provider?	F. Barnaby M. Murray
Year End projections	Monthly review with Q and A	G. Hermanson
Marketing plan next year	To what degree will this years strategy need to be revised?	
Implementation of this year's business plan	To be determined which branch will be responsible for which action items and assign specific responsibilities	F. Downing
Closing, Remarks		S. Smiths

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Project Meeting Agenda 3

Poory Café

3pm-4pm October 3rd

- 1) Geetings (how are we feeling?)
- 2) Apologies (who can't come?)
- 3) Purpose of meeting (team progress)
- 4) Previous actions (from last meeting)
 - John to report on material costs
 - Samuel to update on industry contact
 - Priya to present research findings
- 5) Regular agenda items (stuff that needs to be discussed each meeting)
 - Project progress (team updates)
 - Workloads
 - Presentation
- 6) New items for discussion (stuff that is new but know in advance)
 - a) Presentation idea (Priya)
 - b) Materials for poster
 - c) Sofia's absence
- 7) Any Other Business (stuff that is relevant but not on agenda)
- 8) Time and Date of next meetings:
10th November 2-3pm, Library, Meeting room 3
15th Nov, where?

