

## Easy read meeting agenda

- The following is an easy read meeting agenda template.
- The purpose is to provide an easy-to-understand summary of the meeting agenda.
- The content should match your agenda. This is an example only.
- This could be used as the agenda for everyone, not just members that require an easy read version.



# Agenda

**Title of meeting:**

**Date:**



Introduction



Acknowledgement of country



Minutes from last meeting



Reports

- President
- Executive Officer
- Treasurer
- Other



Other business:



Next meeting:

- Time
- Day and date
- Location