

# AGENDA FORMAT

## Purpose of agenda

1. State the objective/purpose of the meeting.
2. Inform issues /topics to be discussed.
3. To meeting focused/ don't deviate from the objective.
4. Give time for the participants to understand and prepare their roles.
5. Allot specific time to the speaker.
6. Inform the sequence in which the members would speak.

## Format in tabular form

Date:

Venue :

TIME	TOPIC	ATTENDEES	SPEAKER	DURATION
9 am	Introduction/welcome speech	Names	Name	15 min
9:15	1. Discussion	Names	Name	30 min
9:45	2. Discussion	Names	Name	30 min
10:15	Tea break			1 hour
11:15	3. Discussion	Names	Name	30 min
12:45	4. Discussion	Names	Name	30 min
01:15	5. Or more	Names	Name	30 min
01:45	Vote of thanks	Names	Name	15 min

**Agenda not in tabular form.**

Company name

Telephone no

**AGENDA**

Date

The agenda for the.....meeting to be held in the  
.....(venue).....(place).....on ...(date).....at ..(time)....is as under.

(Mention the points below for the meeting to be assigned to a specific designated member)

1. To read and confirm the minutes of the previous meeting held on.....(date)....
2. To
3. To
4. To
5. To
6. To consider any other important matter that may arise in the course of the meeting.

**(You can use verbs like – to discuss, to appoint , to consider , to manage to audit, to elaborate etc)**

Undersigned

Secretary