

Agenda Samples

Sample 1-

Agenda for partner visit in Tabular form-

Date – 15/06/218

Venue : Branch office – Delhi

TIME	TOPIC	ATTENDEES	SPEAKER	DURATION
9 AM	Introduction	Entire office staff	Mr Anil Singh – Partner	30 min
9:30 AM	New audit plan	Audit staff	Miss Sinha – Senior manager Mr Rahul Sharma- Manager	1:30 min
11:00 AM	Tea break			30 min
11:30 AM	Business review	Senior managers	Mr Anil Singh – Partner Miss Sinha – Senior manager	2 hours
1:30	Lunch break			1 hour
2:30	Open house	All staff		30 min

3:00PM	Vote of thanks	All staff	Mr Anil Singh – Partner	10 min
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Agenda for partner visit not in Tabular form-

ABC LTD

Delhi - 110075

Contact No – (011- 4654666)

AGENDA

July 15, 2018

The agenda for the visit of the partner to be held in the company's auditorium on October 18, 2018 at 4:30PM is as under:

1. To read and confirm the minutes of the previous meeting held on Jan 14, 2018.
2. To submit the new audit plan.
3. To discuss any new strategies to be included in the plan.
4. To review the business strategies
5. To discuss upcoming business strategies.
6. To consider any other important matter that may arise in the course of the meeting.

Company secretary

Suman Singh

Sample 2 –

Discussing upcoming strategies for the launch of a new product.

In tabular form.

Date : July 15, 2018

Venue : Head office

TIME	TOPC	ATTENDEES	SPEAKER	DURATION
09:00 AM	Introduction	All staff	Chair person	15 min
09:15 AM	Discussing upcoming strategies for the launch of a new product.	All staff	Marketing head	1 hour
10:15 AM	Discussion on the project report	All staff	Product manager	1 hour
11:15 AM	Tea break			30 min
11:45 AM	Discussion on marketing trends	All staff	Marketing head	1 hour
12:45 PM	Discussion on Details of costing	All staff	Finance head Marketing head	1 hour 30 min
02:15 PM	Open house	All staff	All staff	30 min
02:45 PM	Thank you note	All staff	Chair person	15 min
03:00 PM	Lunch			

Agenda not in tabular form:

ABC LTD

Delhi - 110075

Contact No – (011- 4654666)

AGENDA

July 15, 2018

The agenda for the new product launch to be held at the head office on Sep 18, 2018 at 4:30 PM is as under:

1. To read and confirm the minutes of the previous meeting held on Jan 14, 2018.
2. To discuss the upcoming strategies for the launch of the new product.
3. To submit and discuss the project report.
4. To discuss upcoming marketing strategies.
5. To discuss the capital expenditure and details of the costing.
6. To consider any other important matter that may arise in the course of the meeting.

Company secretary

Suman Singh

Sample 3

Launch of a new sports complex

In tabular form

Date : July 15, 2018

Venue :Head office

TIME	TOPC	ATTENDEES	SPEAKER	DURATION
09:00 AM	Introduction/Or Read previous	All staff	Chair person	15 min

	meeting minutes if necessary			
09:15 AM	Detail about the new project	All staff	Department head	1 hour
10:15 AM	Discuss the outlay of the new sports activities	All staff	Department head	1 hour
11:15 AM	Tea break			30 min
11:45 AM	Discussion on the official and new team to be appointed	All staff	Chairperson	1 hour
12:45 PM	Details about the finance required to fund the project	All staff	Finance and marketing head	1 hour 30 min
02:15 PM	Discussion on the profitability, challenges and future prospects	All staff	Marketing head	30 min
02:45 PM	Open house	All staff	All staff	15 min
03:00 PM	Thank you note	All staff	Chair person	15 min
03:15 PM	Lunch			

In non tabular form

XYZ Sports Complex
Noida – 1100000
Tel No – 000000

AGENDA

July 15, 2018

The agenda for the meeting to start a new sports complex to be held on 14 Sep, 2020 at Deep Banquet hall, Near Sector 24, Noida at 10:00 am is as under.

- 1) To read and discuss the minutes of previous meeting held on March 14, 2020
- 2) To develop outlay of new sports activities to be introduced.
- 3) To discuss about the officials to be appointed to head this project.
- 4) To finalise the sources of finance , required to fund the foundation
- 5) To submit a project report on survey based on the anticipated profitability of the new complex.
- 6) To discuss the profitability, challenges and future prospects
- 7) To discuss the marketing policies and strategies to be undertaken.

XYZ
Secretary

Sample 4

Agenda for the board meeting.

XYZ Pvt Ltd
Noida – 1100000
Tel No – 000000

AGENDA

August 31st , 2018

The agenda for the board meeting to be held on Sep 18, 2018 at the cooperate office is as follows.

1. Welcome to the chairman of the board and the confirmation of quorum.
2. Confirmation of minutes of the committee meeting.
3. Authorization to file E – form with ministry of cooperate affairs and other government authorities.
4. To consider and approve the unaudited financial results for the quarter ended as on 30/06/2018
5. To fix date , place and time for the 44th Annual General meeting of the company.
6. Approve annual report and Director's report of the company for the year 2017 – 18.
7. To appoint M/s. Anu Singh & Co. Company Secretaries as a Secretarial Auditor of the company for the year 2018 – 19.
8. To appoint M/s AC Kakkar & Co. Company Secretaries as a scrutinizer for conducting- voting at 44th Annual General meeting of the company.

9. To appoint M/s O P Nayar & Co ,as internal auditor of the company for the year 2018 – 19
10. To consider and approve the resignation of the company secretary.
11. To consider the appointment of company secretary and Compliance officer.
12. To consider and approve the draft notice of AGM.
13. To consider Director who liable to retire by rotation and re appointment.
14. Review business operations.
15. Any other matter with the permission of the Chair person.

XYZ

Secretary

Sample 5

Annual General meeting

XYZ Pvt Ltd
Noida – 1100000
Tel No – 000000

AGENDA

April 15th , 2018

The agenda for the Annual General meeting to be held on May 24th, 2018 at the cooperate office is as follows.

1. Welcome to the chairman of the board and the confirmation of quorum.
2. To read the notice and auditor's report.
3. Minutes of the Previous meeting.
4. The chairperson will submit the annual report for the year 31st March,2020, to be circulated among the members.
5. To receive the profit and loss account and balance sheet for the year 2019- 20
6. To declare dividend on equity shares.
7. To elect and appoint a Director in place of Mr. S K Singh who retires by rotation.
8. Re – appointment of auditors.
9. To set up a Sports Club.

10. To declare donation to PM fund
11. To fix the date for the next meeting and offer a vote of thanks.

Mr R.P Sharma

Managing Director.

Sample 6

Agenda for 43rd GST Council Meeting on 28th May 2021

43rd Meeting of the GST Council

New Delhi, 28th May, 2021

1. To announce new GST Amnest Scheme.
2. Relaxation on ITC period.
3. To exempt /cut GST on Covid -19 related supplies.
4. To lower rate of interest on late payment.
5. To lower GST Rate on two – wheelers from 28% to 18%
6. To discuss , allowing of quarterly payment for business filing quarterly return

XYZ

PS to FM

Sample 7

SJ college cultural association

SJ College Cultural association

New Delhi

Tel NO – 011 - 838374

The agends for cultural association of KJ collge , New Delhi to be held on July 15, 108 at the Collge auditorium at 4:00 PM is as follows.

1. To read and confirm the minutes of the previous meeting.
2. To present the report of the activities of previous year.
3. To plan college annual gathering
4. To organize a lecture series on Friday.
5. To organize book exhibition.
6. To discuss on any other matter with the permission of the chair person.

XYZ

Company Secretary

Sample 8

General Staff Meeting of teaching and non teaching staff of the school.

DAV Public School

Pitampura

Delhi – 110075

1. To concern the first term exams.
2. To concern addition classes for weak students of class 10th .
3. To discuss about the new teaching strategies.
4. To concern about the new indoor and outdoor games to be included.
5. To discuss on any other matter with the permission of the chair person.

XYZ

Vice Principal

