**<Meeting Title>**

**Logistics**

|  |  |
| --- | --- |
| Time: |  |
| Date: |  |
| Attendees: |  |
| Please Bring/Read: |  |
| Teleconference details: |  |
| Meeting purpose |  |

**Agenda**

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| --- | --- | --- |
| **Time** | **Agenda Item** | **Presenter** |
| *8:00 am* | *Welcome and Coffee* |  |
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|  |  |  |
| *10:00 am* | *Morning Tea* |  |
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|  |  |  |
| *12:30 pm* | *Lunch* |  |
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|  |  |  |
|  |  |  |
| *3:30 pm* | *Afternoon tea* |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *5:30 pm* | *Recap Day 1 and Close* |  |
| *Next Meeting Details*  *Date: Location: Time:* | | |