

<Meeting Title>

Logistics

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

Agenda

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