

NOTICE OF MEETING & PROPOSED AGENDA:

Date: "[Insert Proposed Date Here]"

Time: "[Insert Proposed Time Here]"

Venue: "[Insert Proposed Venue Here]"

Circulation List	Name	Initials	Address	Contact No.
	"[Insert Name Here]"	"[Insert Initials Here]"	"[Insert Address Here]"	"[Insert Number Here]"
	"[Insert Name Here]"	"[Insert Initials Here]"	"[Insert Address Here]"	"[Insert Number Here]"

SUBJECT: "[INSERT MEETING DESCRIPTION HERE]"

1. Administrative & Commercial Matters

1.1 "[Insert Subject For Discussion Here]"

1.2 "[Insert Subject For Discussion Here]"

1.3 "[Insert Subject For Discussion Here]"

2. Financial Matters

2.1 "[Insert Subject For Discussion Here]"

2.2 "[Insert Subject For Discussion Here]"

2.3 "[Insert Subject For Discussion Here]"

3. Operational Matters

3.1 "[Insert Subject For Discussion Here]"

3.2 "[Insert Subject For Discussion Here]"

3.3 "[Insert Subject For Discussion Here]"

4. General:

"[Insert General Matters For Discussion Here]"