# **Agenda| Template**

|  |  |
| --- | --- |
|  | *This template is a starting point for you to create an Annual Review for any committee, group or project team. It can be changed as needed to suit the specific needs of your GAA Unit.* |

# {Insert Committee Title}

{Insert Meeting Reference/Number}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | {Insert date} | Time | {Insert time} | Location | {Insert location} |

**Committee Members**

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

|  **Time** | **Item** | **Lead Speaker** |
| --- | --- | --- |
| Time | {Insert item} | {Insert name} |
| Time | {Insert item} | {Insert name} |
| Time | {Insert item} | {Insert name} |
| Time | {Insert item} | {Insert name} |