**Sample Meeting Agenda Template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for meeting agendas.*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**Meeting Agenda**

**Date:** Click to enter a date

**Time:** [Insert meeting start time]

**Venue:** [Insert meeting location]

|  |  |  |
| --- | --- | --- |
|  | **Agenda item** | **Responsible Agency** |
|  | Welcome and apologies | Chairperson |
| 1 | Minutes, Resolution Statement, and business arising from previous meeting | Chairperson |
| 2 | [Insert Presentation / Training] | [Insert agency] |
| 3 | [Insert agenda item] | [Insert agency] |
| 4 | [Insert agenda item] | [Insert agency] |
| 5 | Agency Reports (by exception) | Chair |
| 6 | Inward / Outward Correspondence | Chair |
| 7 |  |  |
| 8 | Other Business | Chair |
| 9 | Next Meeting | Chair |
| **Items for noting – Progress updates** | | |
| A | [Insert title of item for noting] | [Insert agency] |
| B | [Insert title of item for noting] | [Insert agency] |
| C | [Insert title of item for noting] | [Insert agency] |
| D | [Insert title of item for noting] | [Insert agency] |
| E | [Insert title of item for noting] | [Insert agency] |