**Agenda {Function}**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | {Title} | | |
| **Date:** | {Date} | **Time:** | {Time} |
| **Location:** | {Location} | | |
| **Attendees:** | {Attendees} | | |

| **Agenda Number** | **Item Description** | **Supporting Document** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
|  |  |  |
| **end** |  |  |

Just for ease of use when I was setting up the Action Plan for GDPR, I set up a format very similar to the one I used to use at work. Makes it easy to keep track and not forget anything.

I have set up a template so that anyone else can use the format if they wish.   
If you wanted to, you could look at the GDPR version for an example.

Les

**How to use the Agenda template**

Just delete these instruction and start typing.  
Once you have set up an agenda for the first time, you can use that as the starting point for the next meeting of that type, and most of the headings will already be there.

* Change **{Function}** to the church function to which the document relates  
   eg. “PCC”, “Mother’s Union”, “Linkline” etc
* Change **{Title}** to the title of the Meeting, then it always stays the same.
* Change **{Date}** to the date of the planned meeting.
* Change **{Time}** to the time of the planned meeting.
* Change **{Location}** to the Location of the planned meeting.
* Change **{Attendees}** to the invited attendees for the planned meeting.

For each agenda item:

* **Agenda number:** Allocate the next available number (don’t reuse numbers)
* **Item Description:** Brief description of the agenda item
* **Supporting Document:** File name of supporting document (or “Yes” if obvious, “None” if none)

After the meeting:

* There is also a template for the Minutes from a meeting

General

* **Document Naming**  
  Start with the meeting name, then document type, then, date in YYYYMMDD format  
  I always put a version number on (eg v0.1) when I save a document, but that is just force of habit.  
    
  eg. PCC Agenda 20190908 v0.1.docx
* **Font**  
  The body of the document uses Calibri, 11 point
* **Header**  
  Must always stay the same (St Catherine’s Heald Green, and the church sketch)
* **Footer**Gives the document name, todays date and the page number.  
  The structure should stay the same and the page numbers update automatically.  
  Unfortunately, Word won’t change the file name automatically, so you need to double click on the footer section, select the file name, then press the F9 key. (Messy, but it works)