

Notice of Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Location]

Meeting Type: [e.g., Regular, Special, Board, Committee]

Participants

- [Name 1, Role/Position]
- [Name 2, Role/Position]
- [Name 3, Role/Position]

Agenda

Time	Agenda Item	Presenter/Lead
09:00 - 09:10	Call to Order & Opening Remarks	Chairperson
09:10 - 09:20	Approval of Previous Minutes	Secretary
09:20 - 09:40	Updates & Announcements	All
09:40 - 10:00	Discussion on New Business	[Assigned Member]
10:00 - 10:20	Committee Reports	Committee Heads
10:20 - 10:30	Any Other Business	Chairperson
10:30	Adjournment	Chairperson

Preparation Notes

- Please review previous meeting minutes prior to attendance.
- Prepare reports or updates relevant to your department or committee.
- Submit additional agenda items to the secretary by [Deadline].

Kindly confirm your attendance by replying to this notice.

Issued by: [Organizer's Name]

Date of Notice: [Insert Date of Issuance]