

## **Example of an agenda**

**Tenants and Residents Association  
Committee Meeting  
Tuesday 8<sup>th</sup> September 2015 at 7:00pm  
Community Education Centre**

### **Agenda**

1. Present, apologies and welcome
2. Minute of the previous meeting
3. Matters arising from the minute
4. Correspondence/Secretary's report
5. Treasurer's report
6. ....
7. ....
8. Any other business
9. Date/time/place of next meeting