**Agenda**

Company Name

Branch of Junior Achievement

Notice is hereby given that a Meeting of the Company will be held:

At: (Place / Room)

On: (Day / Date)

At: (Time - am/pm)

**for the following purposes:**

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| --- |
| **AGENDA** |
| 1. Apologies for Absence2. Minutes of the last meeting3. Matters Arising (from the last minutes not included on this agenda)Any other businessDate of next meeting |

Signed by (Company Secretary) Date:

**SEC4**