**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:**

|  |
| --- |
| **AGENDA** |
| 1. Apologies for Absence  2. Minutes of the last meeting  3. Matters Arising (from the last minutes not included on this agenda)  Any other business  Date of next meeting |

Signed by (Company Secretary) Date:

**SEC4**