
MEETING AGENDA TEMPLATE

| Field | Details |
|--------------------------|----------------|
| Meeting Date | |
| Time | |
| Location | |
| Meeting Organiser | |
| Attendees | |

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 

Agenda, Discussion Points, and Action Items

| Time | Agenda Item | Presenter | Key Discussion Points | Action Items | Responsible Person(s) | Due Date | Status (Not Started / In progress / Completed) |
|-------------|--------------------|------------------|------------------------------|---------------------|------------------------------|-----------------|--|
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Next Meeting Details

| Field | Details |
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| Next Meeting Date | |
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