***Organisation Name***

***ADDRESS***

Minutes of Annual General Assembly held on ***DATE*** at

***VENUE***

|  |  |
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| Agenda Item | Minutes |
| 1. Opening of general assembly |  |
| 1. Confirmation of quorum |  |
| 1. Approval of the agenda |  |
| 1. Reading and approval of the minutes of the last GA |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |