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| **Meeting Agenda Details** |
| 1. Opening meeting |
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| 1. Apologies |
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| 1. Previous meeting minutes |
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| 1. Annual and audited financial report review |
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| 1. Committee election |
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| 1. Appointment of auditors |
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| 1. Constitution changes |
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| 1. General business items |
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| 1. Closing remarks |
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name

**Annual General Meeting Agenda Template**