

# Meeting Plan

Management Meeting

Dated : 24/11/13

Time : 9.30am to 4pm

Item	Description	Action	Deadline
Format	Formal		
Participants	<p>All management staff will be attending the meeting. List is as under:</p> <p>John Jack Leon Peter Jackie Hill, QLD Sally Sarah, WA David Smith, SA (Teleconferencing) Craig Sharkie, SA (Teleconferencing) Ross Saunders, NT (Teleconferencing) Trish Williams Peter Leed Warren Smith Alex Saunders</p> <p>Prof. King Davis, form Melbourne University will be our Guest Speaker</p>	<p>Email all participants advising them the details of the meeting.</p> <p>Confirm their attendance.</p> <p>Confirm Prof. King Davis</p> <p>Send Reminders</p> <p>Confirm their attendance.</p>	<p>1/4/13</p> <p>5/4/13</p> <p>5/4/13</p> <p>20/10/13</p> <p>1/11/13</p>
Venue	Boardroom is unavailable.	Check and book main training room in Learning & Development Centre.	1/4/13
Accommodation arrangement for interstate members	Hotel De Grand is the closest hotel and offers corporate discounts. Check availability.	<p>Collect rates from couple of other hotels. Make bookings.</p> <p>Double-check the bookings.</p>	<p>5/4/13</p> <p>25/10/13</p>
Catering	Organise lunch and refreshments – Hotel De Grand provides corporate rates.	<p>Collect rates from couple of other vendors. Confirm the order.</p> <p>Double-check the order status.</p>	<p>1/10/13</p> <p>1/11/13</p>
Chairperson	CEO is in	Check with CEO if he is	1/4/13

	attendance.	interested in chairing the meeting. If not, Peter Leed has shown interest in chairing the event. Confirm.  Send reminder and confirm.	1/11/13
Special needs	Check with all attendees.	Send email to check.  Re-confirm any special needs.	1/5/13  1/11/13
Equipment	Laptop, PowerPoint, Teleconferencing equipment, Data Projector	IT department to organise all equipment. Send requirements list.  Confirm with IT.	5/4/13  15/10/13
Agenda	Prepare draft agenda.  Finalise agenda.	Send draft agenda to all participants.  Send final agenda to all participants.	1/5/13  15/10/13
Notes / Handouts	-	Photocopy	20/11/13
Secretary / Minute Taker	Leon Peter is our nominated minute taker.	Send email to Leon.  Send reminder.	1/5/13  20/10/13
Reporting	Peter Leed is officially responsible for all meeting related paperwork	Remind Peter.  Follow-up with Peter to confirm distribution of minutes of the meeting and reports.	20/10/13  26/11/13