Agenda and Minutes

Agenda
All formal meetings will have an agenda. The agenda provides information on the order in which topics will be discussed. An agenda should be circulated in advance to everyone attending the meeting.

Minutes
Minutes are a written record of a meeting. They are instant and describe the discussion and decisions of the meeting. Minutes are an important record and should be kept on file.

An Agenda
When organising a formal meeting it is important to have an agenda. An agenda will ensure that all important items are discussed and given adequate, but not too much time.

Type the following Agenda: (Begin with Font Calibri size 12pt)

Agenda:
Meeting of Tidy Town's Committee
On
Wednesday 6th June 2012 at 7.00 p.m.
In
Community Centre Meeting Room
Agenda
Welcome
Minutes of last meeting
Correspondence
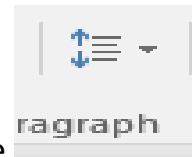Review of actions agreed
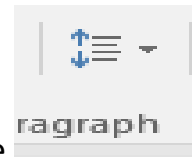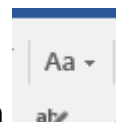Treasurer's Report & Fund Raising
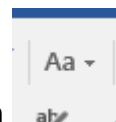Publicity
a.o.b.
Date of Next Meeting

Make the following changes: **(remember to set before and after spacing to 0)**

1. Make lines 1 through 7 to Bold
2. Underline line 1

3. Set spacing between lines 1 to 6 at **1.5** use the [ ] button
4. Make 2 spaces between lines 6 and 7 (press Enter twice after line 6)
5. Set the spacing between lines 7 through 15 at **1.15**

6. Select line 14 and use the Change Case button [Aa] to make the text all UPPERCASE
7. Select/highlight lines 8 through 15 and use the numbering bullet

   point button [ ] to make numbered bullet points using the second option given
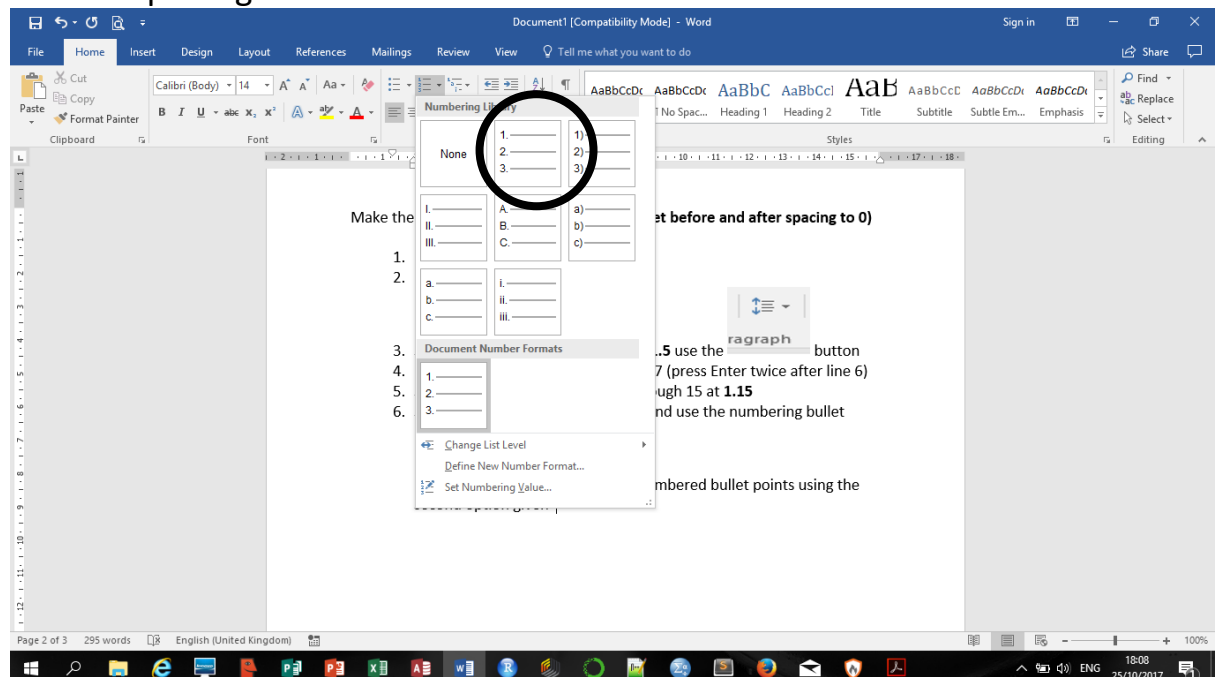
8. Change all of the text in the document to Font Gill Sans MT size 14pt
9. Spell Check your document
10. Type your name at the bottom of the document
11. Save your document as **Agenda** in your **Practice Folder**

Agenda:

Meeting of Tidy Town's Committee

On

Wednesday 6th June 2012 at 7.00 p.m.

In

Community Centre Meeting Room

Agenda

1. Welcome

2. Minutes of last meeting

3. Correspondence

4. Review of actions agreed

5. Treasurer's Report & Fund Raising

6. Publicity

7. A.O.B.

8. Date of Next Meeting

Your Name