

[GROUP NAME]

Agenda – Meeting #

Scheduled for : *Day, date, year and time*

Location :

Members :

Attendees : *Other visiting individuals not part of the industry group*

No.	Agenda Item	Owner
1.	Minutes of previous meeting (if relevant) <i>Or terms of reference if first meeting</i>	-
-	-	-
-	-	-
-	-	-
-	<i>Add more lines as required</i>	-

Documents attached :

- Attachment name
- Attachment name

This template was developed as part of the Food Waste PRO (Prevention and Reduction Opportunity) Toolkit, funded by the Department of Primary Industries and Regional Development and supported by Curtin University and End Food Waste Australia.