# FORM D: MIKE’S BIKES MEETING AGENDA

**AGENDA**

__________________________________ (Company Name)
Meeting to be held ______________________ (Where)

____________________________ (Date)
__________________________ (Time)

Chairperson: ________________
Minute-Taker: ________________

1. Apologies:
2. Confirmation of agenda (2 minutes) (Chair)
3. Confirmation of minutes of ________________ (Date) (3 minutes) (Chair)
4. Business arising from minutes of ________________ (Date) (5 minutes) (Chair)
5. Reports
   5.1 CEO Report (5 minutes) (CEO)
   5.2 Marketing (10 minutes) (Manager)
   5.3 Sales (10 minutes) (Manager)
   5.4 Finance (10 minutes) (Manager)
   5.5 Production (10 minutes) (Manager)
   5.6 R&D (10 minutes) (Manager)
6. Any other business (5 minutes) (Chair)
7. Forward agenda items (5 minutes) (Chair)
8. Next meeting (Chair)