

DRAFT AGENDA FOR YES COMPANY MEETING

COMPANY NAME:

DATE:

TIME:

VENUE:

APOLOGIES:

MINUTES OF PREVIOUS MEETING:
(Read minutes from last meeting)

MATTERS ARISING FROM PREVIOUS MINUTES:

AGENDA BUSINESS:

1. CEO's report
2. Finance Director's report
 - Accounts to be paid
 - Accounts paid
 - Current Balance
 - YES Fees Paid
3. Marketing Directors report
4. Production Directors report
5. Communication Directors report
6. Other Agenda items
7. YES Regional Coordinator Marks – Updated Points Total (please refer to your student handbook for information on this)

GENERAL BUSINESS: