

<p>Joe Blogs & Co. Monthly Work Stream Meeting Room 12.b, Central Buildings, 40-60 Ceasar Street, Pendon, Staffs, LP K54 1030 hrs – 1230 hrs AGENDA</p>			
Item	Topic for discussion	Name	Time
	Apologies		
1.	Minutes of previous meeting		
2.	Matters Arising		
	2.1 Create spreadsheet for SIMs (3.0)	J. Dellam	10:30-10:45
	2.2 Despatch Silas Report (8.4)	S. Keller	10:45-11:15
3.	Reports		
	3.1 Issue.....	P. Adams	11:15-11:30
	3.2 Issue....	S. Granger	11:30-11:45
4.	Reports		
	4.1 Issue....	L. Sears	11:45-12:00
	etc.		
	Close 1230 hrs		

Distribution List: Peter Adams
John Dellam
Sarah Granger
Sally Keller
David Minder
Adrian Peters
Leslie Sears
Trevor Umbridge