**[MSA Name]**

**Annual General Meeting**

**Agenda**

[DATE]

[TIME]

[LOCATION]

|  |  |  |
| --- | --- | --- |
| Agenda Item | Description | Speaker |
| 1 | Opening Remarks | **[PRESIDENT]** |
| 2 | Report by the Executives | **[PRESIDENT]** |
| 3 | Financial Statements | **[SECRETARY-TREASURER]** |
| 4 | Special Resolutions (PS Only) | **[PRESIDENT]** |
| 5 | Election of Executives | **[PRESIDENT]** |
| 6 | Adjournment | **[PRESIDENT]** |
| 7 | Discussion Period |  |