

8**Meetings****How to organise and manage meetings****Dialogue** Meeting: A new Factory**Exercise** Meeting Vocabulary**Grammar** -**Comp.** -

Meetings**Notice of a meeting:**

Notice is hereby given of a general meeting of.....

Date: April 18, 2007**Time: 15h45****Venue: Lecture Room 701, Sigmaringen Campus**

AGENDA

1. Welcome
 2. Attendance Register and Apologies
 3. General (Matters for discussion under General)
 4. Minutes of the Previous Meeting
 5. Matters Arising from the Minutes
 6. Items for Discussion
 - 6.1
 - 6.2
 7. Closure
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