Agenda

Meeting nr: 2021:#

Date: Monday xxth of Month 2021

Time: 6:00 pm

Place: Board room, Medicinska Föreningen/Zoom/Teams

Summoned: Union body, Name Surname etc.

## Formalia

1. Opening of the meeting
2. Proper proclamation of the meeting
3. Election of meeting chairperson *(only necessary if the chairperson is not present)*
4. Election of meeting secretary *(only necessary if the secretary is not present)*
5. Election of adjuster
6. Reported abcenses
7. Co-opts
8. Approval of agenda
9. Previous meeting minutes

## Reports

1. Report about …
*Rapporteur: Name Surname*
2. Report round

## Election points

1. Election of …
*Rapporteur: Name Surname*
2. Election of …
*Rapporteur: Name Surname*

## Decision points

1. Decision about …
*Rapporteur: Name Surname*
2. …
*Rapporteur: Name Surname*

## Discussion points

1. Discussion about …
*Rapporteur: Name Surname*
2. …
*Rapporteur: Name Surname*

## Next meeting

### Date, time, and place for next meeting

## End of the meeting