

# Taroona Primary School Association



## Meeting Tasks and Timeframes

The below meeting tasks and timeframes were agreed to on 1/9/2020.

Task	Timeframe	Committee Member(s)
Agenda items to Secretary	Two Fridays before a meeting	All
Agenda to members	One week prior to a meeting	Secretary
Comments on Minutes to Secretary	One week after Minutes received	All

## Meeting Minutes Process

