*[Template]* Meeting notes - Annual Meeting [YYYY-MM-DD] – [Name of your network]

1. **Opening of the meeting**

*Notes:*

1. **Number of participants at the meeting**

*Notes:*

1. **Election of the chairman of the meeting**

*Notes:*

1. **Election of the meeting secretary**

*Notes:*

1. **Presentation of Yearly report for last year (not for new networks)**

*Notes:*

1. **Suggestions from the members**

*Notes:*

1. **Operational plan of the year (suggestion of activities and approximate timeline)**

*Notes:*

1. **Election of the new board**

*Notes:*

1. **SI Code of Conduct & Code of Conduct for Social Media**

*Notes:*

1. **SI guidelines for communication**

*Notes:*

1. **Other questions**

*Notes:*

1. **End of the meeting**

*Notes:*