**Simple Meeting Agenda Example**

**Meeting type (Update, Discussion, Decision)**  
Discussion/Decision

**Goal**  
Discuss agency performance and decide whether to renew for another year.

**Agenda**

1. Review agency performance to date and compare against benchmarks
2. Discussion: Does missing benchmarks warrant a change? Is it worth the costs?
3. Decision: Should we renew with them for another year

**Next Steps**

* Item one
* Item two
* Item three