ASD-STAN

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Status Quo, DD-MM-YYYY

**Draft agenda**

**for the xxmeeting of ASD-STAN/D xx/WG xx** “title”

at meeting facility in city, country on 202x-mm-dd

building xx, room “xx”

|  |  |
| --- | --- |
| **Opening time** |  |
| **Closing time (approx.)** |  |

| **Agenda** **Item** | **Document****Number** |
| --- | --- |
| 1. Opening and welcome
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| 1. Roll call of delegates/experts
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| 1. Approval of the agenda
 | N xxx  |
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| 1. Adoption of the last meeting minutes in city on 202x-mm-dd
 | N xxx  |
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| 1. Review of action items
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|  |
| 1. Updating of the membership list of D x/WG x
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| 1. General information from the ASD-STAN organization
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| 1. Work program
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| * 1. ASD-STAN prEN xxx, *title*
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| * NWP Ballot results (Mr X from company)
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| * Presentation of current draft (Mr X from company)
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| 1. New standardization ideas/projects
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| 1. Any other business
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| 1. Location and date of the next meeting
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| 1. Adjournment
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