Memo for a practice meeting organiser

Practice example. All details are fictional. The meeting has not been announced to participants.

We are planning a beginner meeting covering a basic bicycle inspection and an introduction to tools. Proposed format: up to eight participants, 60 minutes. Before announcing the meeting, choose a venue and facilitator, check the materials and agree on a date.

Programme

Section	Minutes
Introduction	10
Practice	35
Questions	10
Buffer	5
Total	**60**

Preparation

The trial needs a practice bicycle and tools suitable for the agreed activities. The organiser first checks their availability and suitability. This example does not promise training in every kind of repair.

Details to confirm

The venue, date, budget and facilitator have not been chosen. Check available materials, agree on these details and only then prepare the message to participants.