# [Country] Nutrition Cluster [monthly] meeting

[DD month YYYY], [HH:MM] to [HH:MM], [venue]

## Agenda

1. Welcome and introductions
2. Approval of the provisional agenda
3. Review of the action points from the previous meeting
4. [Main agenda items]
5. [Consider including cluster response update/information management update]
6. [Consider including updates from Cluster Coordinator]
7. [Consider including updates from chairs of the working groups]
8. Other matters

## Action points from the previous meeting

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| --- | --- | --- |
| *Action point* | *Focal point/agency* | *Timeline* |
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## Other information

[Consider including other information such as

* access map,
* where to park,
* necessity of bringing ID and/or time requirements for advance registration,
* need to confirm participation,
* if water/hot drinks/snacks will be provided.]