

MEETING AGENDAS

Subject: Agenda for Our Upcoming Meeting

Dear [Teacher/Principal's Name],

I am looking forward to our meeting on [Date]. Below is the proposed agenda:

1. Introductions
2. Overview of partnership goals
3. Discussion of potential programs and activities
4. Next steps and action items

If you have any additional topics you'd like to discuss, please let me know!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

會議議程

主題：即將舉行會議的議程

親愛的 [教師/校長姓名]，

期待著我們在 [日期] 的會議。以下是關於議程的一些提議：

- 介紹
- 夥伴關係目標概述
- 討論潛在的計劃和活動
- 下一步和行動項目

如果您有其他希望討論的議題，歡迎提前告知。

誠摯問候，

[您的名字]

[您的職位]

[您的組織]

[您的聯絡資訊]