

Action planner

For use at workshops or meetings.

Workshop title/theme Getting around

Date and time 4 October 2001, 4pm

Convenor Mary

Topic	Action needed	By whom	When	Help needed	Priority (1-5)
Traffic	Pedestrian plan	Environment forum	July	Traffic engineers	2
Cycle racks	Install	Traders	May	Welding	4
Bus timetable etc	Display at all stops etc	Bus company etc	June etc	- etc	3 etc