Briefing: Hon Simon Watts

Meeting: [Organisation/Individual]

Date:	xxx
Time:	XXX
Venue:	xxx
Advisor:	XXX
Meeting contact:	XXX

Purpose

- Purpose of meeting
- Expected outcomes (ours and stakeholder's)

Background

Any relevant background on organisation

Attendees

Attendee biographies, if relevant/necessary

Suggested discussion points

Suggested talking points or lines of questioning for the Minister