MEETING AGENDA - [MEETING TITLE]

MEETING INFORMATION					
Objective:	[Enter the objective of the meeting here.]				
Date:	01/01/2000	Location:		[Enter Roc	m Number]
Time:	6:00 AM	Meeting T	ype: [Identify typ		pe of meeting]
Call-In Number:	[List call in number]	Call-In Co	de: [Enter call		in code]
Called By:	[List Name]	Facilitator	r:	[List Name]	
Timekeeper:	[List Name]	Note Taker:		[List Name]	
Attendees:	[List Names]				
PREPARATION FOR MEETING					
Please Read:					
Please Bring:					
ACTION ITEMS FROM PREVIOUS MEETING			RESPONSIBLE		DUE DATE
1 [List Action Item 1]			[Name]		[Date]
2					
3					
AGENDA ITEMS		PRESENTER		TIME ALLOTTED	
1 [List Agenda Item 1]		[Name]		[x minutes]	
2					
3					
4					
NEW ACTION ITEMS			RESPONSIBLE		DUE DATE
1 [List New Action Item 1]		[Name]		[Date]	
2					
3					
OTHER NOTES OR INFORMATION					