

MEETING AGENDA – [MEETING TITLE]

MEETING INFORMATION

Objective: [Enter the objective of the meeting here.]

Date: 01/01/2000 **Location:** [Enter Room Number]

Time: 6:00 AM **Meeting Type:** [Identify type of meeting]

Call-In Number: [List call in number] **Call-In Code:** [Enter call in code]

Called By: [List Name] **Facilitator:** [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			