

MEETING AGENDA – [MEETING TITLE]

MEETING INFORMATION

Objective:

Date: [01/01/2000]
Time: 6:00 AM
Call-In Number: [List number]
Called By: [Name]
Timekeeper: [Name]
Attendees: [List Names]

Location: [Enter Room Number]
Meeting Type: [Type of Meeting]
Call-In Code: [Enter code]
Facilitator: [Name]
Note Taker: [Name]

PREPARATION FOR MEETING

Please Read:

Please Bring:

ACTION ITEMS FROM PREVIOUS MEETING

Item/Responsible/Due Date

1. [Item Description] / [Responsible]/[Due Date]
- 2.

AGENDA ITEMS

Item/Presenter/Time Allotted

1. [Agenda Item] / [Presenter Name]/[Time Allotted]
- 2.
- 3.

NEW ACTION ITEMS

Item/Responsible/Due Date

1. [New Item] / [Responsible]/[Due Date]
- 2.

OTHER NOTES OR INFORMATION
