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** | | | | | | |
|  | | | | | | |