## MEETING AGENDA

**INFORMATION OF MEETING**

Objective Click here to enter text.  
Date Click here to enter a date. Location Click here to enter text.  
Time Hrs Mins Choose an item. Type of Meeting Click here to enter text.  
Call-In Number Click here to enter text.  
Meeting Called By Click here to enter text. Facilitator Click here to enter text.  
Timekeeper Click here to enter text. Notes Taker Click here to enter text.  
Attendees Click here to enter text.

**PREPARATORY INFORMATION FOR MEETING**

Before coming, do read:  
Click here to enter text.

Bring along:  
Click here to enter text.

**ITEMS FROM PREVIOUS MEETING**

|  |  |  |
| --- | --- | --- |
| ITEM No. | PERSON RESPONSIBLE | DUE DATE |
| 1 | Click here to enter text. | Click here to enter a date. |
| 2 | Click here to enter text. | Click here to enter a date. |
| 3 | Click here to enter text. | Click here to enter a date. |

**AGENDA ITEMS**

|  |  |  |
| --- | --- | --- |
| ITEM No. | PERSON RESPONSIBLE | DUE DATE |
| 1 | Click here to enter text. | Click here to enter a date. |
| 2 | Click here to enter text. | Click here to enter a date. |
| 3 | Click here to enter text. | Click here to enter a date. |

**NEW ITEMS FROM CURRENT MEETING**

|  |  |  |
| --- | --- | --- |
| ITEM No. | PERSON RESPONSIBLE | DUE DATE |
| 1 | Click here to enter text. | Click here to enter a date. |
| 2 | Click here to enter text. | Click here to enter a date. |
| 3 | Click here to enter text. | Click here to enter a date. |