Meeting Agenda

[Title of meeting]

date

# Meeting Information

## Objective:

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

## Time: 6:00 AM Meeting Type: [Type of Meeting]

## Call-In Number: [List number] Call-In Code: [Enter code]

## Called By: [Name] Facilitator: [Name]

## Timekeeper: [Name] Note Taker: [Name]

## Attendees: [List Names]

# Preparation for Meeting

## Please Read:

## Please Bring:

# Action Items From Previous Meeting

### Item/Responsible/Due Date

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

# Agenda Items

### Item/Presenter/Time Allotted

1. [Agenda Item] / [Presenter Name]/[Time Allotted]

# New Action Items

### Item/Responsible/Due Date

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

# Other Notes or Information