 [](https://goo.gl/Dc7q8d)

[**FORMAL MEETING AGENDA**](https://goo.gl/Dc7q8d)

**Company Name / Department**

**Meeting Title**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MEETING CREATED BY** | Sara Hudson | **MINUTE TAKER** | Anna James  | **DATE** | Anna James  |
| **FACILITATOR** | Sara Hudson | **TIME KEEPER** | Steve Hart | **TIME** | Steve Hart |
| **MEETING TYPE** | Type of Meeting | **OBJECTIVE** | Meeting Objective | **LOCATION** | Meeting Objective |

 **ATTENDEES REQUESTED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sara Hudson | Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

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| **AGENDA** |
| **AGENDA ITEM** | **DESCRIPTION** | **TO BE PRESENTED BY** | **DURATION** |
| Call to Order | Opening Remarks | [Presenter Name] | 0:05 |
| Attendees | Voting MembersGuestsMembers Not in Attendance | [Presenter Name] | 0:05 |
| Approval of Previous Minutes |   | [Presenter Name] | 0:15 |
| Officers’ Reports | [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| Other Reports | [Name of Report] | [Presenter Name] | 0:07 |
| Motions | [State Motion Here] | [Presenter Name] | 0:05 |
| [State Motion Here] | [Presenter Name] | 0:05 |
| [State Motion Here] | [Presenter Name] | 0:05 |
| Announcements |   | [Presenter Name] | 0:10 |
| Adjournment |   | [Presenter Name] | 0:05 |

|  |
| --- |
| OTHER INFORMATION |
| RESOURCES | Remarks |
| ADDITIONAL NOTES  | Remarks |

[**Create a Formal Meeting Agenda in Smartsheet**](https://goo.gl/Dc7q8d)