Meeting Agenda

#  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

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