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 and Agenda Items

|  |  |  |
| --- | --- | --- |
|  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.  |  |  |
| 5.  |  |  |
|  New Action Items | Responsible | Due Date |
| 1. [List New Action Item 1] | [Name] | [Date] |
| 2.  |  |  |
| 3.  |  |  |

#  Other Notes or Information