

MEETING AGENDA FOR ALL DAY

[Meeting title] [Date] [Time] - [Time]

Meeting called by	[Name]	Please read:	[Reading list]
Attendees:	[Attendee list]	Please bring:	[Supplies list]

[Time] - [Time]	[Activity] [Line item] [Presenter]	[Location]
[Time] - [Time]	[Activity] [Line item] [Presenter]	[Location]
[Time] - [Time]	[Activity] [Line item] [Presenter]	[Location]
[Time] - [Time]	[Activity] [Line item] [Presenter]	[Location]

Additional Instructions:

[Use this section for additional instructions, comments, or directions.]