

Company Name

Address:
P.O. Box 55555
PHONE #: (555) 555-555
FAX #: (555) 555-555
E-mail@example.com
www.websiteaddress.com

MEETING AGENDA FORMAT

Meeting Title: _____

Chairman: _____

Note-Taker: _____

Date/Time: _____

Location: _____

Proxy: _____

Subject: _____

SR.#	START TIME	DURATION	DESCRIPTION	DESIRED RESULT	PERSON RESPONSIBLE	END TIME
1	8:00a	0:00	CALL TO ORDER			
2	8:00a	0:05	REVIEW AND APPROVAL OF AGENDA	Revise & Adopt		
3	8:05a	0:05				
4						
5						
6						
7						
8						
9						
10			ADJOURNMENT			

This meeting held on the day of _____ dated _____ between (party name) and (party name) in order to resolve _____ conflicts.

Prepared By: _____

Signed By: _____