

Meeting Agenda

Information of Meeting

Objective: Objective of meeting will be described here
Date: 01/01/2000 **Location:** Room Number
Time: 6:00 AM **Meeting Type:** Write type of meeting
Call-In Number: [List call in number] **Call-In Code:** Write here call-in code here
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

	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		

NEW ACTION ITEMS

	RESPONSIBLE	DUE DATE
1 [List New Action Item 1]	[Name]	[Date]
2		
3		

OTHER NOTES OR INFORMATION
