MEETING AGENDA

[Name of Company/Dept.]

**Meeting Details**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |

**Purpose of meeting**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Requested Attendees**

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

|  |  |
| --- | --- |
| **At: 1:00 pm** | Welcome/News/Announcements  |
| **At:** **1:05 pm** | Recognition  |
| **At: 1:10 pm** | Administrative/Finance Updates |
| **At: 1:15 pm** | Review of Previous Action Items |
| **At: 1:20 pm** | Project Updates |
| **At: 1:30 pm** | Discussion or Topic 1 |
| **At: 1:45 pm** | Discussion or Topic 2 |
| **At: 2:00 pm** | Round Table  |
| **At: 2:15 pm** | Review of New Assignments/Travel Plans |
| **At: 2:20 pm** | Adjourn |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |

**Notes:**[Notes]