**MEETING AGENDA**

|  |  |
| --- | --- |
| **Meeting Objective** | |
| [Objective] | [Objective] |
| [Objective] | [Objective] |
| [Objective] | [Objective] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendees List** | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| [Name] | [Name] | [E-mail] | [Phone] |
| [Name] | [Name] | [E-mail] | [Phone] |
| [Name] | [Name] | [E-mail] | [Phone] |

|  |  |  |
| --- | --- | --- |
| **Meeting Agenda** | | |
| **Topic** | **Presenter** | **Time Allotted** |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |

|  |  |
| --- | --- |
| **Other Information (Things to bring with, reading material, etc.)** | |
| **Description** | **Prepared by** |
| [Description] | [Name] |
| [Description] | [Name] |
| [Description] | [Name] |