**INFORMAL MEETING AGENDA**

|  |  |
| --- | --- |
| **Meeting Title:**  | [Title] |
| **Chairman:**  | [Name] |
| **Note-Taker:** | [Name] |
| **Date/Time:** | [Date] |
| **Location:** | [Location] |
| **Subject:** | [Subject] |

| **Sr.#** | **Start Time** | **Duration** | **Description** |  **Result** | **Responsible** | **End Time** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **2** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **3** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **4** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **5** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **6** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **7** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **8** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **9** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **10** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **11** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |
| **12** | [Time] | [Time] | [Description] | [Result] | [Name] | [Time] |

This meeting held on the day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between (party name) and (party name) in order to resolve\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_conflicts.

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**