**MEETING AGENDA**

|  |  |
| --- | --- |
| **Date**: | [Date] |
| **Time** | [Time] |
| **Called By**: | [Name of person, position, and department of person calling for meeting] |
| **Secretary**: | [Name of person who will be recording minutes] |
| **Attendees**: | [Names of people who are required to attend the meeting] |

## **Preparation for Meeting**

|  |  |
| --- | --- |
| **Objective** | **Notes** |
| [Objective] | [Note] |
| [Objective] | [Note] |
| [Objective] | [Note] |
| [Objective] | [Note] |

## **Meeting Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Topic** | **Agenda Topic Details** | **Presenter** | **Duration** |
| [Topic] | [Detail] | [Name] | [Time] |
| [Topic] | [Detail] | [Name] | [Time] |
| [Topic] | [Detail] | [Name] | [Time] |
| [Topic] | [Detail] | [Name] | [Time] |
| [Topic] | [Detail] | [Name] | [Time] |