**MEETING AGENDA**

**Meeting Information**

**Objective:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | [01/01/2000] | Location: | [Enter Room Number] |
| Time: | 6:00 AM | Meeting Type: | [Type of Meeting] |
| Call-In Number: | [List number] | Call-In Code: | [Enter code] |
| Called By: | [Name] | Facilitator: | [Name] |
| Timekeeper: | [Name] | Note Taker: | [Name] |
| Attendees: | [List Names] |  |  |

**Preparation for Meeting**

**Please Bring:**

Action Items From Previous Meeting

Item/Responsible/Due Date

[Item Description] / [Responsible]/[Due Date]

**Agenda Items**

Item/Presenter/Time Allotted

[Agenda Item] / [Presenter Name]/[Time Allotted]

**New Action Items**

Item/Responsible/Due Date

[New Item] / [Responsible]/[Due Date]

**Other Notes or Information**

|  |
| --- |
|  |