**MEETING AGENDA – [MEETING TITLE]**

|  |
| --- |
| Meeting Information |
| Objective: | [Enter the objective of the meeting here.] |
| Date: | 01/01/2000 | Location: | [Enter Room Number] |
| Time: | 6:00 AM | Meeting Type: | [Identify type of meeting] |
| Call-In Number: | [List call in number] | Call-In Code: | [Enter call in code] |
| Called By: | [List Name] | Facilitator: | [List Name] |
| Timekeeper: | [List Name] | Note Taker: | [List Name] |
| Attendees: | [List Names] |
| **Preparation for Meeting** |
| Please Read: |   |
| Please Bring: |  |
| **Action Items from Previous meeting** | **Responsible** | **Due Date** |
| 1 | [List Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **AGenda Items** | **Presenter** | **Time AlloTted** |
| 1 | [List Agenda Item 1] | [Name] | [x minutes]  |
| 2 |  |  |  |
| 3 |  |  |  |
| **New Action Items** | **Responsible** | **Due Date** |
| 1 | [List New Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **Other Notes Or Information** |