# **MEETING AGENDA**

Automate meeting updates with [prosperforms.com](https://prosperforms.com/?utm_source=templ&utm_medium=top)



|  |  |
| --- | --- |
| **Meeting/Project Name:** |  |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** |  |

|  |
| --- |
| 1. Meeting Objective |
|  |

|  |
| --- |
| 2. Attendees  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 3. Meeting Agenda  |
| **Topic** | **Owner** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |
| **Description** | **Prepared by** |
|  |  |
|  |  |
|  |  |
|  |  |

Submitted by:

# **MEETING MINUTES**

Automate meeting updates with [prosperforms.com](https://prosperforms.com/?utm_source=templ&utm_medium=top)



|  |  |
| --- | --- |
| **Meeting/Project Name:** |  |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Time:** |  |
| **Minutes Prepared By:** |  | **Location:** |  |

|  |
| --- |
| 1. Meeting Objective  |
|  |

|  |
| --- |
| 2. Attendance at Meeting  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 3. Agenda and Notes, Decisions, Issues  |
| **Topic** | **Owner** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 4. Action Items  |
| **Action** | **Owner** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 5. Next Meeting (if applicable) |
| **Date:** (MM/DD/YYYY) |  | **Time:**  |  | **Location:**  |  |
| Objective:  |  |

Automate meeting updates with [prosperforms.com](https://prosperforms.com/?utm_source=templ&utm_medium=top)

Submitted by:

Tired of working with meeting agendas and meeting minutes manually? Prosperforms.com is a modern solution to share regular updates and gather insights automatically.

Prosperforms.com allows your team to share meeting summaries, discuss agendas, and send mass notifications, all with scheduled auto reminders.

[Click here to try it now for free](https://app.prosperforms.com/g/signup/plus/?utm_source=templ&utm_medium=staff-meeting).