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| **MEETING AGENDA** | | | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] | | |
| **Meeting Name** | [This section contains the name of the meeting.] | | |
| **Meeting Facilitator** | [This section contains the name of the person who will facilitate the meeting.] | | |
| **Meeting Details** | [This section contains the meeting date, start and end time, and location (room number or virtual meeting details).] | | |
| **Meeting Invitees** | [This section contains a list of those people invited to the meeting.] | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| [Description of the agenda item, including whether the item is for information, discussion, or decision] | | [Name of the person who will lead the discussion] | [Amount of time allotted to this item] |
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