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] |
| 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 |  |  |  |
| 4 |  |  |  |

MINUTES:

|  |  |  |  |
| --- | --- | --- | --- |
| **NEW ACTION ITEMS** | | **RESPONSIBLE** | **DUE DATE** |
| 1 | [List New Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |

**OTHER NOTES OR INFORMATION**