

MEETING AGENDA

Company Name / Department				
— Meeting Title —				
DAY AND DATE	LOCATION		START TIME	END TIME
			9:00 AM	11:00 AM
MEETING OBJECTIVE			MEETING TYPE	
MEETING REQUESTED BY	FACILITATOR	MINUTE TAKER	TIMEKEEPER	
ATTENDEES REQUESTED				
AGENDA				
AGENDA ITEM	DESCRIPTION		PRESENTED BY	DURATION
Call to Order	Opening Remarks			0:05
Attendees	Voting Members; Guests, Members not in attendance			0:05
Approval of Previous Minutes				0:10
Update on Action Items From Previous Meeting				0:15
Officers' Reports	Name of Report			0:20
Other Reports				0:10
Main Motions				0:40
Announcements				0:10
Any Other Business				0:05
Adjournment				

ADDITIONAL INFORMATION		
Action Items		
ACTION	OWNER	DUE DATE
Decisions/ Resolutions Made		
Special Notes		

The screenshot displays the Google Calendar web interface for December 2020. The top navigation bar includes the 'Calendar' title, navigation arrows, and a 'Today' button. The main calendar grid shows events for each day of the month. The left sidebar contains a 'Create' button, a monthly view of December 2020, a search bar, and a list of 'My calendars' (Agne Aurelia, Birthdays, Reminders, Tasks) and 'Other calendars' (Holidays United Kingdom). The main calendar grid shows events for each day, including 'Buy Christmas Tree', 'Order leaving gift for Sha', 'Lily's Birthday', 'Send out Christmas Goo', 'Marion's Birthday', 'Pack up samples', 'Wrap Presents', 'Pick up James' present', 'Christmas Day', and 'Boxing Day'.