# Meeting Agenda

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| **MEETING INFORMATION** |
| Purpose: | [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] |
| Facilitator: |  |
| Note Taker: |  |
| Time Keeper: |  |
| Attendees: | [List Names] |
| **Preparation for Meeting** |
| Please Read/Bring: |  |
| **Action Items from Previous meeting** | **Responsible** | **Due Date** |
| 1 | [List Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| **AGenda Items** | **Presenter** | **Time AlloTted** |
| 1 | [List Agenda Item 1] | [Name] | [x minutes]  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Other Notes Or Information** |
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