Meeting Agenda

[Meeting Title]

# Meeting Information

## Objective:

## Date: Location:

## Time: Meeting Type:

## Call-In Number: Call-In Code:

## Called By: Facilitator:

## Timekeeper: Note Taker:

## Attendees:

# Preparation for Meeting

## Please Read: Please Bring:

# Action Items From Previous Meeting

### **Item/Responsible/Due Date**

1. [Item Description] / [Responsible]/[Due Date]

# Agenda Items

### **Item/Presenter/Time Allotted**

1. [Agenda Item] / [Presenter Name]/[Time Allotted]

# New Action Items

### **Item/Responsible/Due Date**

1. [New Item] / [Responsible]/[Due Date]

# Other Notes or Information