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| --- |
| **Information of Meeting** |
| **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** | **Responsible** | **Due Date** |
| 1 | [List Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **AGenda Items** | **Presenter** | **Time Alloted** |
| 1 | [List Agenda Item 1] | [Name] | [x minutes]  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **New Action Items** | **Responsible** | **Due Date** |
| 1 | [List New Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **Other Notes Or Information** |
|  |

**Meeting Agenda**

**Agenda Template**