|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**