

**Company Name**

**Meeting Agenda Template**

**Address Line will go here with City, State, Zip Code**

**Ph: xxxxxxxxxx, Fax: xxxxxxxxxxx**

**Email: abc@example.com**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Start**  **Time** | **Duration** | **Description** | **Desired Result** | **Person Responsible** |
| **1** | **8:00a** | **0:00** | **CALL TO ORDER** |  |  |
| **2** | **8:00a** | **0:05** | **REVIEW AND APPROVAL OF AGENDA** | **Revise & Adopt** |  |
| **3** | **8:05a** | **0:05** | **APPROVAL OF PREVIOUS MEETING MINUTES** | **Vote** |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  | **NEXT MEETING** |  |  |
| **10** |  |  | **ADJOURNMENT** |  |  |

|  |  |
| --- | --- |
| **Meeting:** |  |
| **Chairman:** |  |
| **Recorder:** |  |
| **Date/Time:** |  |
| **AV:** |  |
| **Location:** |  |
| **Distribution:** |  |