**Agenda Template**

**Agenda**

|  |
| --- |
| **Information of Meeting** |
| **Objective:** | Objective of meeting will be described here |
| **Date:** | 01/01/2000 | **Location:** | Room Number |
| **Time:** | 6:00 AM | **Meeting Type:** | Write type of meeting |
| **Call-In Number:** | [List call in number] | **Call-In Code:** | Write here call-in code here |
| **Called By:** | List Name | **Facilitator:** | List Name |
| **Timekeeper:** | List Name | **Note Taker:** | List Name |
| **Attendees:** | List Names |
| **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** |
|  |