**Agenda Template**

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