

# MEETING AGENDA TEMPLATE

Date  
Time  
Location

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Meeting called by: \_\_\_\_\_ Type of meeting: \_\_\_\_\_  
 Facilitator: \_\_\_\_\_ Note taker: \_\_\_\_\_  
 Timekeeper: \_\_\_\_\_  
 Attendees: \_\_\_\_\_

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Please read: Minutes from previous minutes  
 Please bring: An open mind.....

## Agenda Items

Topic	Presenter	Time allotted
✓ Welcome		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓ Meeting Close		

## Other Information

Observers: N/A

Resources: Food & drinks

Special notes: