**[Organization Name]**

**MEETING AGENDA**

|  |  |  |
| --- | --- | --- |
| **Day** | **Date** | **Location** |
| [Day] | [Date] | [Location] |

|  |  |  |
| --- | --- | --- |
| **Meeting Title:** | **Start Time** | **End Time** |
| [Meeting Title] | 10:30 AM | 11:45 AM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Subject** | [Meeting Subject] | | |
| **Meeting Type** | [Meeting Type] | | |
| **Meeting Created By** | [Name] | **Facilitator** | [Name] |
| **Minute Taker** | [Minutes] | **Timekeeper** | [Name] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Call-In Number** | [Number] | **Call-In Code** | [Code] |
| **Web Link** | [ |  |  |

**Attendees Requested**

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item Descript ion** | **To Be Presented By** | **Start Time** | **Duration** |
| [Agenda Item Description] | [Name] | 10:30 Am | 1:00 |
| [Agenda Item Description] | [Name] | 11:30 Am | 0:15 |
| [Agenda Item Description] | [Name] | [Time] | [Minutes] |
| [Agenda Item Description] | [Name] | [Time] | [Minutes] |
| [Agenda Item Description] | [Name] | [Time] | [Minutes] |