**Agenda for <Meeting Title> + <Date>**

|  |  |
| --- | --- |
| **Date:** | <Date> |
| **Start:** | <Start time> |
| **End:** | <End time> |
| **Location:** | <location> |
|  |  |
| **Organizer:** | <Organizer Name> |
| **Required:** | <name><name>….. |
| **Optional:** | <name><name>….. |
| **CC:** | <name>….. |

**Update Tasks Due from <Title of Previous Meeting> + <Date>** (only if applicable)

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due** |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |

**Topics**

|  |  |
| --- | --- |
| **1 <Title Topic 1>** *by <presenter name>* | *Time allotted* |

|  |  |
| --- | --- |
| **2 <Title Topic 2>** *by <presenter name>* | *Time allotted* |

|  |  |
| --- | --- |
| **3 <Title Topic 3>** *by <presenter name>* | *Time allotted* |

Etc, etc.

**Parking Lot** (only if created parking lot items in previous meetings)

|  |  |
| --- | --- |
| **1 <Parking Lot Item 1>** | *Date added: <date>* |

More info on how to create a meeting agenda at: http://meetingking.com/