**FORMAL MEETING ITINERARY**

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| **COMPANY** |  | **DEPARTMENT** |  |
| **MEETING TITLE** |  | | |

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| **MTG CREATED BY** |  | **MINUTE TAKER** |  | **DATE** |  |
| **FACILITATOR** |  | **TIME KEEPER** |  | **TIME** |  |
| **MEETING TYPE** |  | **OBJECTIVE** |  | **LOCATION** |  |

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| **ATTENDEES REQUESTED** | | | | |
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| **AGENDA** | | | |
| **AGENDA ITEM** | **DESCRIPTION** | **TO BE PRESENTED BY** | **DURATION** |
| Call to Order | Opening Remarks | [Presenter Name] | 0:05 |
| Attendees | Voting Members  Guests  Members Not in Attendance | [Presenter Name] | 0:05 |
| Approval of Previous Minutes |  | [Presenter Name] | 0:15 |
| Officers’ Reports | [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| [Name of Report] | [Presenter Name] | 0:05 |
| Other Reports | [Name of Report] | [Presenter Name] | 0:07 |
| Motions | [State Motion Here] | [Presenter Name] | 0:05 |
| [State Motion Here] | [Presenter Name] | 0:05 |
| [State Motion Here] | [Presenter Name] | 0:05 |
| Announcements |  | [Presenter Name] | 0:10 |
| Adjournment |  | [Presenter Name] | 0:05 |

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| **OTHER INFORMATION** | |
| **RESOURCES** | Remarks |
| **ADDITIONAL NOTES** | Remarks |

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