

# MEETING AGENDA TEMPLATE

---

## I. Meeting Details

Meeting Title: \_\_\_\_\_

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Organizer: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Note Taker: \_\_\_\_\_

## II. Attendees

Required Attendees:

---

---

---

Optional Attendees:

---

---

---

## III. Meeting Objectives

The primary objectives for this meeting are:

---



---



---



---



---

**IV. Agenda Topics and Schedule**

| Time Slot | Topic | Presenter | Discussion Points/Goal | Desired Outcome |
|-----------|-------|-----------|------------------------|-----------------|
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |
| _____     | _____ | _____     | _____                  | _____           |

**V. Pre-Meeting Preparation (For Attendees)**

Please complete the following before the meeting:

- Review previous meeting minutes (if applicable)
- Read attached document(s): \_\_\_\_\_

Prepare updates on: \_\_\_\_\_

Bring necessary materials: \_\_\_\_\_

Other: \_\_\_\_\_

**VI. Post-Meeting Follow-up (Action Items)**

Immediate actions to be taken after the meeting:

Distribute meeting minutes by: \_\_\_\_\_

Send out action item list by: \_\_\_\_\_

Schedule follow-up meeting (if needed) for: \_\_\_\_\_

Other: \_\_\_\_\_

**VII. Notes/Comments**

---

---

---

---

---

---

**VIII. Approval/Review**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_