

# MEETING AGENDA TEMPLATE

This Meeting Agenda Form ("Form") is entered into on the

\_\_\_\_\_ day of \_\_\_\_\_ ,  
20 \_\_\_\_\_ , by and between the following parties:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Participant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 1. PURPOSE

The purpose of this Form is to outline the topics to be discussed, the sequence of discussions, and the time allocated to each subject for an organized meeting.

## 2. MEETING DETAILS

Date of Meeting: \_\_\_\_\_ day of

\_\_\_\_\_ , 20 \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

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

### 3. AGENDA ITEMS

Topic 1: \_\_\_\_\_

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

Responsible Party: \_\_\_\_\_

Topic 2: \_\_\_\_\_

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

Responsible Party: \_\_\_\_\_

Topic 3: \_\_\_\_\_

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

Responsible Party: \_\_\_\_\_

(Continue as needed for additional topics)

### 4. OBLIGATIONS AND RIGHTS

The Organizer shall ensure the meeting is conducted in accordance with the agenda outlined herein. Participants agree to adhere to the time allocations and participate actively in discussions.

### 5. DEFAULT AND REMEDY

In the event of a breach of this Form by any party, the non-breaching party shall notify the breaching party in writing. The breaching party shall have ten (10) days to cure the breach. If the breach is not cured within this period, the non-breaching party may seek any legal or equitable

remedies available.

## 6. GOVERNING LAW AND JURISDICTION

This Form shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ . Any disputes arising under this Form shall be resolved in the courts located in \_\_\_\_\_ .

## 7. SEVERABILITY

If any provision of this Form is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

## 8. ENTIRE AGREEMENT

This Form constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements, understandings, and representations, whether oral or written.

## 9. AMENDMENT

This Form may only be amended or modified by a written agreement signed by both parties.

## 10. TERMINATION

This Form may be terminated by mutual written consent of the parties or by either party upon providing thirty (30) days written notice to the other party.

## 11. NOTICE

Any notice required or permitted to be given under this Form shall be in writing and shall be deemed to have been duly given when delivered personally or sent by certified mail, return receipt requested, to the addresses specified above.

## 12. SIGNATURES

Organizer:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Participant(s):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Notary Public (if required):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Commission Expiry: \_\_\_\_\_

This Form is intended to provide a clear and organized structure for meetings, ensuring all parties are aware of the topics to be discussed and the time allocated for each. It is designed to

facilitate effective communication and efficient use of time during meetings.