

[Meeting name] agenda

Location: [Address or room number]

Date: [Date]

Time: [Time]

Facilitator: [Name(s)]

Agenda items

- [Start time] – [End time] [Welcome/Intro] Presented by _____
- [Start] – [End] [Agenda item description] Presented by _____
- [Start] – [End] [Agenda item description] Presented by _____
- [Start] – [End] [Agenda item description] Presented by _____
- [Start] – [End] [Conclusion: Questions/Comments] Presented by _____

Additional information

- What to bring to the meeting
- What to read before the meeting
- Additional details