|  |  |  |  |
| --- | --- | --- | --- |
| DATE | 07/09/20XX | TIME | 8:30 AM – 11:30 AM |
| LOCATION | Conference Room B |

**Meeting Agenda Template**

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| --- | --- | --- | --- |
| MEETING CREATED BY | Sara Hudson | MINUTE TAKER | Anna James |
| FACILITATOR | Sara Hudson | TIME KEEPER | Steve Hart |
| MEETING TYPE | Type of Meeting | OBJECTIVE | Meeting Objective |

**ATTENDEES REQUESTED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * Sara Hudson
 | * Steve Hart
 | * Sara Hudson
 | * Steve Hart
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| * Steve Hart
 | * Sara Hudson
 | * Steve Hart
 | * Sara Hudson
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| * Sara Hudson
 | * Steve Hart
 | * Sara Hudson
 | * Steve Hart
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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][Name of Report] | [Presenter Name][Presenter Name] | 0:150:20 |
| OTHER REPORTS | [Name of Report] | [Presenter Name] | 1:00 |
| MAIN MOTIONS | [State Motion Here][State Motion Here] | [Presenter Name][Presenter Name] | 0:450:30 |
| ANNOUNCEMENTS |  | [Presenter Name] | 0:10 |
| ADJOURNMENT  |  | [Presenter Name] | 0:05 |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| OBSERVERS  | Remarks |
| RESOURCES | Remarks |
| SPECIAL NOTES  | Remarks |

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