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

**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8899&utm_source=template-word&utm_medium=content&utm_campaign=Meeting+Agenda+Template-word-8899&lpa=Meeting+Agenda+Template+word+8899)Meeting Agenda Template**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |
| * Steve Hart | * Sara Hudson | * Steve Hart | * Sara Hudson |  |  |
| * Sara Hudson | * Steve Hart | * Sara Hudson | * Steve Hart |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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] | 0:15  0:20 |
| OTHER REPORTS | [Name of Report] | [Presenter Name] | 1:00 |
| MAIN MOTIONS | [State Motion Here]  [State Motion Here] | [Presenter Name]  [Presenter Name] | 0:45  0:30 |
| ANNOUNCEMENTS |  | [Presenter Name] | 0:10 |
| ADJOURNMENT |  | [Presenter Name] | 0:05 |

**OTHER INFORMATION**

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

|  |
| --- |
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