|  |  |
| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 8:30 AM – 11:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**FORMAL MEETING AGENDA**

**Company Name / Department**

**Meeting Title**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 membersGuestsMembers 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 |

****