|  |  |
| --- | --- |
| **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 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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