**MEETING AGENDA: FORMAT**

* *typically completed by organization secretary or anyone assigned by organization president*
* *meeting agenda should be compiled and provided for review prior to meeting to all group members*
* *copies may be available at meeting*

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **FACILITATOR:** | Sara Hudson | **TIME KEEPER:** | Steve Hart |
| **DATE & TIME:** | March 17, 2016 | **LOCATION:** | Main Office; Conference Rm B |
| **MEETING TITLE:** | Title of Meeting | | |
| **SUBJECT:** | Subject of Meeting | | |

**AGENDA** *(enter each agenda category with multiple listings / topics)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **START TIME** | **DURATION** | **DESCRIPTION** | **DESIRED OUTCOME** | **PERSON/DEPT RESPONSIBLE** | **END TIME** |
| **1** | 10:00AM | 0:05 | Call to Order |  |  | 10:05AM |
| **2** | 10:06AM | 0:25 | Officer Report |  |  | 10:30AM |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **NOTES** | | | | | | |
| Remarks | | | | | | |

This [MEETING TYPE] meeting of [CHAPTER NAME] is to be held on [DATE] at [LOCATION]. The meeting will begin at [TIME] and is to be presided over by [CHAIRMAN NAME], with [SECRETARY NAME] as secretary.

**AGENDA PREPARED BY** *(list agenda preparer name and date, and provide a space for authorized signature)*

|  |  |
| --- | --- |
| **SECRETARY:** *(Signature & Date)* |  |
| **[Organization Name]** |  |

**AGENDA APPROVED BY**

|  |  |
| --- | --- |
| **MEMBER NAME:** *(Signature & Date)* |  |

**[](https://www.smartsheet.com/try-it?trp=8573&utm_source=integrated+content&utm_campaign=/meeting-agenda-templates-word&utm_medium=actions+agenda+meeting+template&lx=lfXF9ZZy5hgdO7wxpbD-zw)**