



Meeting Agenda

Meeting Title / Project Name & Number

Date: _____	Location: _____
Time: _____	Call In: _____
Called By: _____	ID: _____
Attendees: _____	Code: _____

Preparation for Meeting

Please Read:	Please Bring:
---------------------	----------------------

I Open Meeting

Objective:	Notes:
-------------------	---------------

II	Action Items from Previous Meeting	Responsible	Due Date
1			
2			
3			

III Agenda Topic

III	Agenda Topic	Presenter	Duration
1	Topic 1		
2	Topic 2		
3	Topic 3		
4	Topic 4		
5	Topic 5		

IV Close Meeting