**BUSINESS MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | TIME | LOCATION | |
|  |  |  | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
|  |  | |  |
| TITLE | | | |
|  | | | |
| ATTENDEES PRESENT | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

OBJECTIVES

OBJECTIVE 1

REMARKS

OBJECTIVE 2

REMARKS

OBJECTIVE 3

REMARKS

OBJECTIVE 4

REMARKS

SCHEDULE

|  |  |
| --- | --- |
| **TIME** | **CONTENT DESCRIPTION** |
| 10:30 to 10:40 | Attendance; Call to Order |
| 10:41 to 11:00 | Objective 1 |
| 11:01 to 11:15 | Objective 2 |
| 11:16 to 11:30 | Objective 3 |
| 11:31 to 11:50 | Objective 4 |
| 11:51 to 12:00 | Announcements; Closing Remarks |
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