**FORMAL MEETING AGENDA TEMPLATE**

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| --- |
| Company Name / Department |
| ––– Meeting Title ––– |
|  |  |  |  |  |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   | 9:00 AM | 11:00 AM |
| MEETING OBJECTIVE | MEETING TYPE |
|   |   |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER |
|   |   |   |   |
| ATTENDEES REQUESTED |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| AGENDA |   |   |   |   |
| **AGENDA ITEM** | **DESCRIPTION** | **PRESENTED BY** | **DURATION** |
| Call to Order | Opening Remarks |   | 0:05 |
| Attendees | Voting Members; Guests, Members not in attendance |   | 0:05 |
| Approval of Previous Minutes |   |   | 0:10 |
| Officers' Reports | Name of ReportName of Report |   | 0:150:20 |
| Other Reports |   |   | 0:10 |
| Main Motions |   |   | 0:40 |
| Announcements |   |   | 0:10 |
| Adjournment |   |   | 0:05 |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| ADDITIONAL INFORMATION |  |  |  |
| OBSERVERS |
|   |
| RESOURCES |
|   |
| SPECIAL NOTES |
|   |

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