**FORMAL MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | |
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| 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 Report Name of Report | |  | | | 0:15 0:20 |
| Other Reports |  | |  | | | 0:10 |
| Main Motions |  | |  | | | 0:40 |
| Announcements |  | |  | | | 0:10 |
| Adjournment |  | |  | | | 0:05 |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  |  | |  |  | |
| ADDITIONAL INFORMATION | |  | |  |  | |
| OBSERVERS | | | | | | |
|  | | | | | | |
| RESOURCES | | | | | | |
|  | | | | | | |
| SPECIAL NOTES | | | | | | |
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