

Sample Meeting Agenda Template

Meeting Date	Day	Start Time	End Time	Place & Set Up	
Committee/Subject				Required Attendees:	Invited Guests:
Scheduled By		Contact Info			
Topics/Meeting Objectives:					
Assignments:				Who?	When?

Adapted from Meeting Notice: Mosvick, R K., & Nelson, R B. (1996). We've got to start meeting like this. Indianapolis: Park Avenue Productions.