

# Sample Meeting Agenda Template

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

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