

## Sample Meeting Agenda Template

Meeting Date	Day	Start Time	End Time	Place & Set Up	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"><b>Committee/Subject</b></div> <div style="border-bottom: 1px solid black; padding: 5px 0 0 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"><b>Scheduled By</b></div> <div style="width: 60%;"><b>Contact Info</b></div> </div> </div> <div style="padding: 5px 0 0 0;"><b>Topics/Meeting Objectives:</b></div>				<b>Required Attendees:</b>	<b>Invited Guests:</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.