

# AGENDA TEMPLATE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

FACILITATOR: \_\_\_\_\_ NOTE TAKER: \_\_\_\_\_ TIMEKEEPER: \_\_\_\_\_

ATTENDEES: \_\_\_\_\_  
\_\_\_\_\_

ITEMS TO PREPARE FOR MEETING: \_\_\_\_\_

ITEMS TO BRING: \_\_\_\_\_

## AGENDA ITEMS

	PRESENTER	TIME ALLOTTED