

MEETING AGENDA

NAME OF GROUP _____

DATE _____

TITLE OF MEETING _____

STARTING TIME _____ ENDING TIME _____

CALLED BY _____

WHERE _____

PURPOSE OF MEETING _____

BACKGROUND MATERIALS _____

PLEASE BRING _____

DESIRED OUTCOMES _____

ATTENDEES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ORDER OF AGENDA ITEMS

TIME ALLOCATED

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____