

[Company/Department Name]
Meeting Agenda

[Click to select date]

[Time]

Type of Meeting: [Description of Meeting]

Meeting Facilitator: [Facilitator Name]

Invitees: [Names of Invitees]

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
 - a) [Description of open issue]
 - b) [Description of open issue]
 - c) [Description of open issue]
- V. New business
 - a) [Description of open issue]
 - b) [Description of open issue]
 - c) [Description of open issue]
- VI. Adjournment