

Meeting Template

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Meeting Facilitator:		Location:	

1. Meeting Objective

--

2. Attendees

Name	Department/Division	E-mail	Phone

3. Meeting Agenda

Topic	Owner	Time

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by