# [Company/Department Name]

# Meeting Agenda

## [Click to select date]

## [Time]

Type of Meeting: [Description of Meeting]

Meeting Facilitator: [Facilitator Name]

Invitees: [Names of Invitees]

1. Call to order
2. Roll call
3. Approval of minutes from last meeting
4. Open issues
5. [Description of open issue]
6. [Description of open issue]
7. [Description of open issue]
8. New business
9. [Description of open issue]
10. [Description of open issue]
11. [Description of open issue]
12. Adjournment

# Meeting Minutes

[Click to select date]

1. Call to order

[Facilitator Name] called to order the regular meeting of the [Organization/Committee Name] at [time] on [click to select date] at [location].

1. Roll call

[Secretary Name] conducted a roll call. The following persons were present: [attendee names]

1. Approval of minutes from last meeting

[Secretary Name] read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
2. [Open issue/summary of discussion]
3. [Open issue/summary of discussion]
4. [Open issue/summary of discussion]
5. New business
6. [New business/summary of discussion]
7. [New business/summary of discussion]
8. [New business/summary of discussion]
9. Adjournment

[Facilitator Name] adjourned the meeting at [time].

Minutes submitted by: [Name]

Minutes approved by: [Name]