

Company name(s):

Meeting location/link:

Date:

Time/time zone:

**Meeting Title:**

**ATTENDEES (include email/phone)**

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Please come prepared with:

# BASIC MEETING AGENDA TEMPLATE

## MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps

Action Items:

Notes/summary: