# **MEETING AGENDA**

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

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| 1. Meeting Objective |
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| 2. Attendees  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
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| 3. Meeting Agenda  |
| **Topic** | **Owner** | **Time** |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |
| **Description** | **Prepared by** |
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# **MEETING MINUTES**

| **Meeting/Project Name:** |  |
| --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Time:** |  |
| **Minutes Prepared By:** |  | **Location:** |  |
| 1. Meeting Objective |
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| 2. Attendance at Meeting  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
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| 3. Agenda and Notes, Decisions, Issues  |
| **Topic** | **Owner** | **Time** |
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| 4. Action Items  |
| **Action** | **Owner** | **Due Date** |
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| 5. Next Meeting (if applicable) |
| **Date:** (MM/DD/YYYY) |  | **Time:**  |  | **Location:**  |  |
| Objective:  |  |