Agenda Template

- For instructions on meeting agendas, visit www.mindtools.com/rs/Meetings.

Agenda			
Date:	**Time:**	**Duration:**	**Place:**
Meeting Purpose:			

Topic/Item	Time Allocated (Minutes)	Topic Leader	Objective (Choose one)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			