

Agenda Template

- For instructions on meeting agendas, visit www.mindtools.com/rs/Meetings.
- To manage your time and maximize your effectiveness, visit www.mindtools.com/rs/MTFS.

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.			

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