|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Agenda** | | | | | | | **Date:** |  | |
| **Time:** |  | |
| **Meeting Topic:** | | | | |  | | **Location:** |  | |
| **Facilitator:** | | | | |  | **Note Taker:** | |  | |
| **Agenda Items:** | | | | | | | | | **Time Allotment:** |
| **1.** | **Welcome and Introductions** | | | | | | | | **3 Min** |
| **2.** | **Agenda Item 1 Description** | | | | | | | | **10 Min** |
|  | a. | Talking point | | | | | | | *2 Min* |
|  | b. | Talking point | | | | | | | *3 Min* |
|  | c. | Talking point | | | | | | | *5 Min* |
| **3.** | **Agenda Item 2 Description** | | | | | | | | **15 Min** |
|  | a. | | Talking point | | | | | | *5 Min* |
|  | b. | | Talking point | | | | | | *5 Min* |
|  | c. | | Talking point | | | | | | *5 Min* |
| **4.** | **Agenda Item 3 Description** | | | | | | | | **30 Min** |
|  | a. | | Talking point | | | | | | *10 Min* |
|  |  | | • | More details or Attachments (ex. Charts, docs, images, etc.) | | | | | *2 Min* |
|  |  | | • | More details or Attachments (ex. Charts, docs, images, etc.) | | | | | *3 Min* |
|  | b. | | Talking point | | | | | | *10 Min* |
|  |  | | • | More details or Attachments (ex. Charts, docs, images, etc.) | | | | | *3 Min* |
|  |  | | • | More details or Attachments (ex. Charts, docs, images, etc.) | | | | | *2 Min* |
| **Stopwatch 25% with solid fill** | **15 MINUTE INTERMISSION** | | | | | | | | **15 Min** |
| **5.** | **Agenda Item 4 Description** | | | | | | | | **10 Min** |
|  | a. | | Talking point | | | | | | *6 Min* |
|  | b. | | Talking point | | | | | | *4 Min* |
| **6.** | **Open Floor** | | | | | | | | **15 Min** |
|  | a. | | Questions, comments, concerns, etc. | | | | | | *15 Min* |
| **7.** | **Summary of Meeting** | | | | | | | | **10 Min** |
|  | a. | | Important talking point | | | | | | *5 Min* |
|  | b. | | Important talking point | | | | | | *5 Min* |
| **8.** | **Announcements** | | | | | | | | **5 Min** |
| **9.** | **Next Meeting Date & Time** | | | | | | | | **2 Min** |
| **10.** | **Adjournment** | | | | | | | | **3 Min** |