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| **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** |