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Agenda for Recurring Meetings

Meeting Date: [date] **Start time:** [insert time]
Location: [insert address location]
Purpose: [insert purpose]

Participants

[insert name]
[insert name]
[insert name]
[insert name]
[insert name]
[insert name]

Invited Guests

[insert name]
[insert name]

Meeting Documents

[insert title]
[insert title]
[insert title]

1. Standing Items

1.1 Call to order [Meeting Leader / Time allotted]
1.2 Review agenda [Presenter / Time allotted]
1.3 Approve previous meeting minutes [Presenter / Time allotted]
1.4 Budge report [Presenter / Time allotted]

2. Old Business

2.1 Point of discussion [Presenter / Time allotted]
2.2 Point of discussion [Presenter / Time allotted]
2.3 Point of discussion [Presenter / Time allotted]

3. New Business

3.1 Point of discussion [Presenter / Time allotted]
3.2 Point of discussion [Presenter / Time allotted]
3.3 Point of discussion [Presenter / Time allotted]

4. Review Action Items

4.1 Action item 1 [Presenter / Time allotted]
4.2 Action item 2 [Presenter / Time allotted]
4.3 Action item 3 [Presenter / Time allotted]

5. Request For Questions/Additional Information

5.1 Call for comments from audience [Meeting leader / Time allotted]

6. Plans for Next Meeting

6.1 Set or review time for next meeting [Meeting leader / Time allotted]

7. Adjournment

7.1 Meeting adjourned [Meeting leader]