

# SAMPLE MEETING AGENDA

**Title**

**Date and Times** *(beginning and ending)*

**Objective(s)**

**Participants** *(name and location, e.g., on-site, dialing in, video conference)*

**Prepare Prior to Meeting** *(please note any attachments)*

Topic	Leader	Inform/ Discuss/ Act	Time

**Bring to Meeting**

**Parking Lot** *(for future discussion)*

**Next Steps** *(to be completed at meeting)*