



# Agenda Template

- For instructions on meeting agendas, visit [www.mindtools.com/rs/Meetings](http://www.mindtools.com/rs/Meetings).

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.			