

[Company/Department Name]

Meeting Agenda

[Date]

[Time]

Type of Meeting: **[Description of meeting]**

Meeting Facilitator: **[Name of meeting facilitator]**

Invitees: **[List of invitees]**

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
 - a) **[Description of open issue]**
 - b) **[Description of open issue]**
 - c) **[Description of open issue]**
- V. New business
 - a) **[Description of new business]**
 - b) **[Description of new business]**
 - c) **[Description of new business]**
- VI. Adjournment