

Document 12.1 A Template for a Meeting Agenda

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

[Description of open issue]

[Description of open issue]

[Description of open issue]

V. New business

[Description of new business]

[Description of new business]

[Description of new business]

VI. Adjournment