

MEETING AGENDA TEMPLATE (FORMAL)

(Company/Department Name)

[Meeting title]

[Date]

[Time] - [Time]

Type of Meeting: [Description of Meeting]

Meeting Facilitator: [Facilitator Name]

Invitees: [Names of Invitees]

Call to order [Activity]

Roll call [Activity]

Approval of minutes from last meeting [Activity]

Open issues
[Description of open issue]
[Description of open issue]
[Description of open issue]