

Meeting Agenda Planner

Meeting Date: _____

Team Members/Guests in Attendance: _____

Start Time: _____

End Time: _____

Purpose: _____

Location: _____

Leader: _____

Recorder: _____

Time Keeper: _____

Guests: _____

Item #	Whose Idea?	Discussion Item	Sequence #	Time Allotment	Decision Made / Person Responsible
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Materials and/or Preparation needed: _____

Notes: _____