# Meeting Agenda

# *Meeting Roles*

*Host:*

*Facilitator:*

*Timekeeper:*

*Refreshments:*

*Note-taker:*

*Buddy for absent members:*

***Meeting Objectives:***

|  |  |  |
| --- | --- | --- |
| Start Time – End Time | Introduction Continental Breakfast  Topic Speaker | Location |
| Start Time – End Time | Item #1 Topic Enter topic | Location |
| Start Time – End Time | Item #2 Topic Enter topic | Location |
| Start Time – End Time | Item #3 Topic Enter topic | Location |

#### Additional Instruction:

Use this section for additional instructions, comments, or directions.

<https://www.freetemplatedownloads.net/>