

## MEETING AGENDA

Date:		Time:		Place:	
Purpose of Meeting:					
Leader:					
Facilitator:					
Recorder:					
Participants:					
Special Notes:					
Agenda Item		Time	Decided Action		Person In Charge

The six steps to create a meeting agenda are ① list date, time, and place, ② set a specific purpose for the meeting, ③ list roles for the team leader, meeting facilitator, recorder, and participants, ④ list any special objections or notes, ⑤ list each agenda item, the person in charge for that item, and a specific time for each item, and ⑥ list the decided action for each item. ©2019 Core IQ. All rights reserved.