

MEETING AGENDA

① List date, time, and place.	Date: 5-15	Time: 9:30 a.m.	Place: Office
② Set a specific purpose for the meeting.	Purpose of Meeting: Set Pricing of New Product		
	Leader: Kathy		
	Facilitator: Peter		
③ List roles for the team leader, meeting facilitator, recorder. Then, list the participants.	Recorder: Mike		
	Participants: Kathy, Peter, Mike, Sam Lishman, Ashley, Abe, Orell, Donna		
	Special Notes: We must have a price set by the end of the meeting.		
④ List any special objections or notes.	Agenda Item	Time	Decided Action
	Objectives	15	—————
	Costs	10	Min 2x cost
	Competition	30	Can be higher
⑤ List each agenda item, the person in charge for that item, and a specific time for each item.	Customers	20	Low sensitivity
	Decision	15	Set at \$15.95
⑥ List the decided action for each item.			

Written meeting agendas are a must and are the responsibility of the person in charge. A form such as this sets a clear objective and facilitates each agenda item. All meetings should have a start time and an ending time. The leader has a responsibility to keep things on track. ©2019 Core IQ. All rights reserved.