**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Business+Meeting+Agenda-word-12241&lpa=Business+Meeting+Agenda+word+12241)Business Meeting Agenda Template Example**

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| --- | --- | --- | --- |
| DATE | TIME | LOCATION | |
| MM/DD/YY | 9:00 AM | Conference Room C | |
| MEETING CHAIR | EMAIL | | PHONE |
| Aviv Perez | Email address | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
| Brian Gorman | Email address | |  |
| TITLE | | | |
| Q3 Kickoff Meeting | | | |
| ATTENDEES PRESENT | | | |
| Devon Gomez | Diana Kennedy | Everett Crosse | Fiorella Fitzgerald |
| Guadelupe Garcia | Hazel Christensen |  |  |
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| OBJECTIVES |  |  |  |
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| **OBJECTIVE 1: Review Sales Numbers from Q2** | | | |
| REMARKS | | | |
| **OBJECTIVE 2: Identify Q2 Inefficiencies and Issues** | | | |
| REMARKS | | | |
| **OBJECTIVE 3: Outline Goals for Q3** | | | |
| REMARKS | | | |
| **OBJECTIVE 4: Make Action Plan for Q3** | | | |
| REMARKS | | | |
|  |  |  |  |
| SCHEDULE |  |  |  |
| **TIME** | **CONTENT DESCRIPTION** | | |
| 10:30 to 10:40 | Attendance: Call to Order | | |
| 10:40 to 11:00 | Objective 1 | | |
| 11:01 to 11:15 | Objective 2 | | |
| 11:16 to 11:30 | Objective 3 | | |
| 11:31 to 11:50 | Objective 4 | | |
| 11:51 to 12:00 | Announcements: Closing Remarks | | |
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**Business Meeting Agenda Template**

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| DATE | TIME | LOCATION | |
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| MEETING CHAIR | EMAIL | | PHONE |
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| MEETING SCRIBE | EMAIL | | PHONE |
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| TITLE | | | |
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| ATTENDEES PRESENT | | | |
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| OBJECTIVES |  |  |  |
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| **OBJECTIVE 1:** | | | |
| REMARKS | | | |
| **OBJECTIVE 2:** | | | |
| REMARKS | | | |
| **OBJECTIVE 3:** | | | |
| REMARKS | | | |
| **OBJECTIVE 4:** | | | |
| REMARKS | | | |
|  |  |  |  |
| SCHEDULE |  |  |  |
| **TIME** | **CONTENT DESCRIPTION** | | |
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