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