**Formal Meeting Agenda Template**

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| Company Name / Department |
| ***Meeting Title*** |
|  |  |  |  |  |
| Day and Date | Location | Start Time | End Time |
|   |   | 9:00 AM | 11:00 AM |
| Meeting Objective | Meeting Type |
|   |   |
| Meeting Created By | Facilitator | Minute Taker | Timekeeper |
|   |   |   |   |
| Attendees Requested |
|  |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| Agenda |   |   |   |   |
| **Agenda Item** | **Description** | **Presented By** | **Duration** |
| Call to Order | Opening Remarks |   | 0:05 |
| Attendees | Voting Members; Guests, Members not in attendance |   | 0:05 |
| Approval of Previous Minutes |   |   | 0:10 |
| Officers' Reports | Name of ReportName of Report |   | 0:150:20 |
| Other Reports |   |   | 0:10 |
| Main Motions |   |   | 0:40 |
| Announcements |   |   | 0:10 |
| Adjournment |   |   | 0:05 |
|   |   |   |   |
|  |  |  |  |  |
| Additional Information |  |  |  |
| Observers |
|   |
| Resources |
|   |
| Special Notes |
|   |

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