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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | |
|  |  |  | |  | | |
|  |  |  | |  | | |
|  |  |  | |  | | |
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|  |  |  | |  |  | |
| 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 Report Name of Report | |  | | | 0:15 0:20 |
| Other Reports |  | |  | | | 0:10 |
| Main Motions |  | |  | | | 0:40 |
| Announcements |  | |  | | | 0:10 |
| Adjournment |  | |  | | | 0:05 |
|  |  | |  | | |  |
|  |  |  | |  |  | |
| Additional Information | |  | |  |  | |
| Observers | | | | | | |
|  | | | | | | |
| Resources | | | | | | |
|  | | | | | | |
| Special Notes | | | | | | |
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