**Simple Meeting Agenda Template Example**

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| **DATE** | **LOCATION** |
| MM/DD/YY | Annex A, Room 212 |
| **MEETING TITLE** | **START TIME** | **END TIME** |
| Office Moving Meeting | 10:30 AM | 11:45 AM |
| **DEPARTMENT** | **OBJECTIVE** |
| Administration | Finalize office moving action plan |
| **MEETING CREATED BY** | **FACILITATOR** | **MINUTE TAKER** | **TIMEKEEPER** |
| Hilda Wilson | Jamal King | Jonathon Wong | Lori Garcia |
| **CALL-IN NUMBER** | **CALL-IN CODE** | **WEB LINK** |
|   |   |   |
| **PRIOR TO THE MEETING, PLEASE READ** | **PLEASE BRING TO MEETING** |
| Office Moving Plan | Laptops and reports |
| **ATTENDEES REQUESTED** |
| Mateus Tobin | Olivia Carter | Petrus Nishimura | Raghu Prakash |
| Romy Bailey | Sarah Goodwin |   |   |
|   |   |   |   |
|   |   |   |   |
| AGENDA ITEMS |   |   |   |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. New location address and layout |   | 10:30 AM | 1:00 |
| 2. Assigned seats in the new office |   | 11:30 AM | 0:15 |
| 3. Action items for each employee |   | 11:45 AM | 0:30 |
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