**[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=Simple+Meeting+Agenda-word-12241&lpa=Simple+Meeting+Agenda+word+12241)Simple Meeting Agenda Template Example**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  | | | |
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| 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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**Simple Meeting Agenda Template**

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| **DATE** | **LOCATION** | | | | | | |
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| **MEETING TITLE** | | | | **START TIME** | | **END TIME** | |
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| **DEPARTMENT** | | **OBJECTIVE** | | | | |
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| **MEETING CREATED BY** | **FACILITATOR** | **MINUTE TAKER** | **TIMEKEEPER** | | | |
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| **CALL-IN NUMBER** | **CALL-IN CODE** | **WEB LINK** | | | | |
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| **PRIOR TO THE MEETING, PLEASE READ** | | **PLEASE BRING TO MEETING** | | | | |
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| **ATTENDEES REQUESTED** | | | | | | | |
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| AGENDA ITEMS | |  |  | |  | |
| **AGENDA ITEM DESCRIPTION** | | **TO BE PRESENTED BY** | **START TIME** | | **DURATION** | |
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