***SAMPLE BUSINESS MEETING AGENDA***

**MEETING TITLE**

**MEETING DATE AND TIME**

**LOCATION**

ORGANIZER :

ATTENDEES:

PURPOSE:

1. Introductions (if necessary)
2. Explain Purpose of Meeting (organizer)
3. Review and adoption of minutes from previous meeting (if applicable)
   1. Changes/corrections of previous minutes
4. Reports (from owners of actions identified in previous meetings if necessary)
   1. Report 1
   2. Report 2
5. Other Old Business
   1. Old Business 1
   2. Old Business 2
6. New Discussion Items and/or Presentations (in order of priority and relevancy)
   1. New Business 1
   2. New Business 2
7. Action Items
   1. New Action Item 1
      1. Owner
      2. Deadline
   2. New Action Item 2
      1. Owner
      2. Deadline
   3. New Action item 3
      1. Owner
      2. Deadline
8. Other Business
9. Set Date and Time for Follow-up meeting (if necessary)
10. Adjourn

*(If the meeting will last longer than 1 to 1 ½ hours, insert time for breaks and meals)*