
BUSINESS MEETING AGENDA TEMPLATE

Location: _____

Date: _____

Time: _____

TOPICS TO BE DISCUSSED:

I. OPENING

a. INTRODUCTION

b. MEETING GOALS

II. ATTENDANCE

a. RECORD PRESENT ATTENDEES

b. RECORD NOTABLE ABSENTEES

III. AGENDA APPROVAL

a. REVIEW AGENDA

b. REQUESTS FOR ADDITIONS

c. VOTE TO APPROVE AGENDA

IV. DISTRIBUTE PREVIOUS MEETING MINUTES

a. VOTE TO APPROVE MINUTES

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