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# BUSINESS MEETING AGENDA TEMPLATE

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Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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## TOPICS TO BE DISCUSSED:

### I. OPENING

#### a. INTRODUCTION

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#### b. MEETING GOALS

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### II. ATTENDANCE

#### a. RECORD PRESENT ATTENDEES

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#### b. RECORD NOTABLE ABSENTEES

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### III. AGENDA APPROVAL

#### a. REVIEW AGENDA

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#### b. REQUESTS FOR ADDITIONS

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#### c. VOTE TO APPROVE AGENDA

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### IV. DISTRIBUTE PREVIOUS MEETING MINUTES

#### a. VOTE TO APPROVE MINUTES

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V. OLD BUSINESS

a. DISCUSS OUTSTANDING ITEMS FROM PREVIOUS MEETING

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b. VOTE ON RELEVANT DECISIONS

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VI. NEW BUSINESS

a. DISCUSS NEW BUSINESS ITEMS APPROVED ON AGENDA

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b. DISTRIBUTE RELEVANT REPORTS, DOCUMENTS, ETC.

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c. VOTE ON RELEVANT DECISIONS

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VII. OTHER ITEMS

a. DISCUSS ANY OTHER ITEMS OF BUSINESS

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VIII. ADJOURNMENT

a. MEETING LEADER APPROVES MEETING MINUTES

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b. MEETING LEADER ENDS MEETING

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