

































# Meeting Agenda & Minutes Template







<b>Meeting Title</b>			
<b>Meeting Objective</b> 			
<b>Meeting Date</b> 		<b>Meeting Start &amp; Finish Time</b> 	
<b>Meeting Venue</b> 		<b>Chairperson</b> 	
<b>Minute Taker</b> 		<b>Time Keeper</b> 	
<b>Meeting Attendees</b> 	   	   	   

<b>Agenda Category</b> 	<b>Agenda Topic</b> 	<b>Topic Start Time</b> 	<b>Discussion Notes</b> 	<b>Person Responsible</b> 	<b>Previous Minutes Reference</b> 
<b>1- Strategic Planning</b>	Agenda Topic 1				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	<b>Discussion Notes</b> 	Person Responsible 	Previous Minutes Reference 
<b>1 - Strategic Planning</b>	Agenda Topic 2				
	Agenda Topic 3				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	<h2>Discussion Notes</h2> 	Person Responsible 	Previous Minutes Reference 
<b>1- Strategic Planning</b>	Agenda Topic 4				
	Agenda Topic 5				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
<b>2 - Business Growth Initiatives</b>	Agenda Topic 6				
	Agenda Topic 7				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
<b>2 - Business Growth Initiatives</b>	Agenda Topic 8				
	Agenda Topic 9				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
<b>3- Business Administration and Miscellaneous</b>	Agenda Topic 10				
	Agenda Topic 11				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
<b>3- Business Administration and Miscellaneous</b>	Agenda Topic 12				
	Agenda Topic 13				







# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
<b>3- Business Administration and Miscellaneous</b>	Agenda Topic 14				
	Agenda Topic 15				

# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	Discussion Notes 	Person Responsible 	Previous Minutes Reference 
4 – Next meeting – Carry Forward Items	Agenda Topic 16				
	Agenda Topic 17				
	Agenda Topic 18				

# Meeting Agenda & Minutes Template

Agenda Category 	Agenda Topic 	Topic Start Time 	<b>Discussion Notes</b> 	Person Responsible 	Previous Minutes Reference 
<b>4- Next Meeting - Dates/times/venue etc...</b>	Agenda Topic 19				
<b>4- Next Meeting - Agreed Projects/Tasks to be undertaken by next meeting</b>	Agenda Topic 20				