

Business Agenda

INFORMATION

Objective:	
Date:	Location:
Time:	Meeting Type:
Call in Number:	Call In Code:
Called By:	Facilitator:
Time Keeper:	Note Taker:

PREPARATION

Please Read:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Please Bring:

- It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.
- Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum'

Action Items from Previous Agenda

List of Action items	Responsible	Due date

Agenda Items

List of Agenda items	Presenter	Time Allotted

New Action Items

List of Action items	Responsible	Due date

Other Notes: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.