Meeting Agenda

Title: _____

Purpose: _____

Results Desired: _____

Location: _____

Scheduled Date: _____ Scheduled Time: _____

SCHEDULED TIME			ACTUAL TIME			Total Cost of Meeting
Start	Stop	Total Hrs.	Start	Stop	Total Hrs.	

Persons Scheduled to Attend	Hours	Value per hour	Individual Cost

Items to be Discussed

Materials Required	Person Responsible