**CONFERENCE MEETING TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | | 10:30 AM | 11:45 AM |
| MEETING SUBJECT | | | MEETING TYPE | |
|  | | |  | |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER | |
|  |  |  |  | |
| CALL-IN NUMBER | CALL-IN CODE | WEB LINK | | |
|  |  |  | | |
| ATTENDEES REQUESTED | | | | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  |  |
| SCHEDULE |  |  |  |  |
| **AGENDA ITEM DESCRIPTION** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Agenda Item Description | |  | 10:30 AM | 1:00 |
| 2. Agenda Item Description | |  | 11:30 AM | 0:15 |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |