[Meeting name]

|  |  |
| --- | --- |
| Location: | [Address or room number] |
| Date: | [Date] |
| Time: | [Time] |
| Facilitator: | [Name(s)] |

# Agenda items

|  |  |  |
| --- | --- | --- |
| [Start time] — [End time] | [Agenda item description] | [Location] |
| [Start] — [End] | [To replace placeholder text, just select it and start typing. Don’t include space to the right or left of the characters in your selection.] | [Location] |
| [Start] — [End] | [Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group.] | [Location] |
| [Start] — [End] | [To add a new row at the end of this table, just click into the last cell in the last row and then press Tab.] | [Location] |
| [Start] — [End] | [To add or delete rows or columns anywhere in a table, click in an adjacent row or column and then, on the Table Tools Layout tab of the ribbon, click an Insert or Delete option.] | [Location] |

## Additional information

Add additional instructions or comments here.