



Online Meeting Agenda

Use this form to prepare for your online meeting.

Meeting Title:

Date Time

Call-in number/login

Facilitator

Attendees

Purpose

Objective

Resources

Preparation

Task	Details

Agenda Items

Item 1	Details
Description	
Presenter	
Time allotted	

Agenda Items

Item 2	Details
Description	
Presenter	
Time allotted	

Agenda Items

Item 3	Details
Description	
Presenter	
Time allotted	

Action Items

Item 1	Details
Description	
Presenter	
Time allotted	

Action Items

Item 2	Details
Description	
Presenter	
Time allotted	

Action Items

Item 3	Details
Description	
Presenter	
Time allotted	



Additional Comments: