

# Meeting Agenda Template

USE THIS TEMPLATE AS A GUIDE TO HELP KEEP YOUR MEETINGS ON TRACK

**DATE:** [MM/DD/YYYY]

**Type of Meeting:** [Leader/Member Meeting]

**Meeting Facilitator:** [Name of person running the meeting—usually the club president]

**Number of Attendees:** [Count of attendees]

**Attendees:** [List names of attendees—or record on your Member Action Tracking worksheet.]

**Prayer:** [Estimated Time]

[See the CRS Chapter and Club Action Planning Tool for short prayers or use your own.]

**Past Actions:** [Estimated Time]

[Review actions that club members were meant to take between meetings. This could include learning about an issue, sharing with others, or taking a concrete action like writing a letter or article. This is the time to check in and make sure people are taking action.]

**Agenda Items:** [Estimated Time]

[List any new agenda items, who is presenting them, and how much time they must speak. This is the time to go over upcoming events, work on club actions, or brainstorm what the club will do next.]

**Action Items:** [Estimated Time]

[While you were going through your agenda items, there were probably things that came up that are necessary to get done. Make sure that you write down what those things are, who needs to do them, and when they are due.]

# Nehs Meeting Sample Agendas

**Nundo Chan**

## **Nehs Meeting Sample Agendas:**

The New York Times Index ,1993     **Meeting Agenda Notebook** To Plan and Organize,2019-11-29 BRING YOUR ORGANIZATION S MILLION DOLLAR IDEAS TO LIFE This is a clean professional template for any organization that may conduct meetings Businesses are an obvious target but non profits schools entrepreneurs and voluntary groups may all benefit too There is space for seven attendees facilitator and the note taker There is also a space for ten agenda items and the initials of the person presenting each item You can keep track of deliverables that are due at the meeting by using the space provided for that Know someone who can benefit from this This can also be a perfect gift for him     **Ministry**

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Meeting Date Meeting Focus for today Attendees My Notes Action Items and important Follow Up Items That way you do not have to worry about missing out any important things that need to follow up on each meeting of the day It's perfect for keeping track of company notes and business meeting It's a great meeting notebook and perfect for carrying in your bag to your business meeting appointments school activities and any kind of business meetings We wish All The Best In Your Meeting and Happy Organizing This Meeting Notebook Contains Total of 160 Pages of Minutes Book Convenient 6 x 9 size perfectly fits easily into purse or bag for all of your on the go note taking Crisp clean white paper will hold meeting minutes Great gift idea for teenager students in school for their school activities meeting or as a gift of the basket for teachers and suitable for a personal meeting minutes organizer Room to write plan your assignment priority and organize your school works Soft Elegant Cover with a unique design **Meeting Agenda Notebook** Nundo Chan,2019-12-19 There is space for seven attendees and the note taker and facilitator of the meeting can both be named On this template there is space for ten agenda items and the initials of the person presenting each item There is also space to keep track of deliverables that are due at the meeting 110 meeting and wide ruled line pages 6 x 9 Uniquely designed matte cover High quality heavy paper

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