

# [Meeting name] agenda

Location: [Address or room number]

Date: [Date]

Time: [Time]

Facilitator: [Name(s)]

## Agenda items

<b>[Start time] – [End time]</b>	[Agenda item description]	[Location]
<b>[Start] – [End]</b>	[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]
<b>[Start] – [End]</b>	[Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group.]	[Location]
<b>[Start] – [End]</b>	[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]
<b>[Start] – [End]</b>	[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.