

Readdle Business Meeting Agenda

Date:

Time:

Location:

Meeting Title

Meeting Chair: Jane Doe (Vice-President) - jane@company.com / 98990-98991

Meeting Scribe: John Doe (Manager) - john@company.com / 98765-43210

Attendees Present:

Meeting Objectives:

- Objective 1 — Presented by:
Description & Remarks
- Objective 2 — Presented by:
Description & Remarks
- Objective 3 — Presented by:
Description & Remarks
- Objective 4 — Presented by:
Description & Remarks
- Objective 5 — Presented by:
Description & Remarks

Meeting Schedule:

Time Slot	Description
15:00 to 15:15	Attendance & Call to Order
15:15 to 15:30	Objective 1
15:30 to 15:45	Objective 2
15:45 to 16:00	Objective 3
16:00 to 16:15	Objective 4
16:15 to 16:30	Objective 5
16:30 to 16:50	Closing Remarks & Announcements