



# Simple Meeting Agenda

Date:

Time:

Location:

## Meeting Title

### Meeting Objective

**Attendees Present:**

**Agenda Items:**

Item Name	Presented by	Description & Remarks	Time
Item Name 1 mins	Person Name	Description of Item Name 1	10
Item Name 2 mins	Person Name	Description of Item Name 2	30
Item Name 3 mins	Person Name	Description of Item Name 3	15