­



**[Meeting name] agenda**

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**Location:** [Address or room number]

**Date:** [Date]

**Time:** [Time]

**Facilitator:** [Name(s)]

**Agenda Items**

|  |  |  |
| --- | --- | --- |
| 10:00–11:00 a.m. | [Agenda item description] | [Location] |
| 11:15 a.m.–12:30 p.m. | [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] |
| 12:30–1:30 p.m. | [Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group.] | [Location] |
| 2:00–2:30 p.m. | [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] |
| 2:00–3:30 p.m. | [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] |

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Add additional instructions or comments here.

