Meeting Agenda Template

(Meeting Title) – (Meeting called by) – (Location)

[Click to select date]

|  |  |
| --- | --- |
| 7:00 pm to 9:00 pm | Registration and Reception |

[Click to select date]

|  |  |
| --- | --- |
| 7:30 am to 8:00 am | Continental Breakfast |
| 8:00 am to 10:00 am | Opening Ceremonies  Keynote Addresses:  **[Name, Company]**  **[Name, Company]** |
| 10:00 am to 10:30 am | Break |
| 10:30 am to 12:00 pm | Presentation: **Sales and Marketing** |
| 12:00 pm to 1:30 pm | Lunch  Keynote Address:  **[Name, Company]** |
| 1:30 pm to 3:00 pm | Presentation: **Competition in the Industry** |
| 3:00 pm to 3:15 pm | Break |
| 3:15 pm to 4:45 pm | Presentation: **Quality Assurance** |
| 6:00 pm to 8:00 pm | Evening Reception |

[Click to select date]

|  |  |
| --- | --- |
| 7:30 am to 8:00 am | Continental Breakfast |
| 8:00 am to 10:00 am | Keynote Addresses:  **[Name, Company]**  **[Name, Company]** |
| 10:00 am to 10:30 am | Break |
| 10:30 am to 12:00 pm | Presentation: **Employee Motivation** |
| 12:00 pm to 1:30 pm | Lunch  Keynote Address:  **[Name], [Company]** |
| 1:30 pm to 3:00 pm | Presentation: **Running a Tight Ship and Still Having Fun** |
| 3:00 pm to 4:00 pm | Break |
| 4:00 pm to 5:30 pm | Closing Ceremonies |