

# Employee Meeting Overview Schedule Template

## Meeting Details

Meeting Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Attendees: \_\_\_\_\_

## Agenda

Time	Topic	Presenter	Notes
09:00 - 09:15	Welcome & Introductions	_____	
09:15 - 09:45	Project Updates	_____	
09:45 - 10:00	Q&A / Discussion	_____	

## Action Items

Item	Responsible	Deadline	Status
_____	_____	_____	_____
_____	_____	_____	_____