

Blank Committee Agenda Planning Checklist

Committee Name

Meeting Date

Location / Platform

Time

Meeting Objectives

Agenda Items

Time	Agenda Item	Presenter	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Action Items / Follow Up

Next Meeting Date & Time