
MEETING AGENDA
LOCATION: [Location]
DATE: [Date]
TIME: [Time]
FACILITATOR(S): [Name(s)]
AGENDA ITEMS:
Start - End
Agenda Item - Use tab to move to next field
Presenter
Start - End
Agenda Item - To add another row, click into the last cell of the last row and press tab.
Presenter
Start - End
Agenda Item - To remove a row or column, highlight the row or column, right-click, and select delete row or delete column.
Presenter
Start - End
Agenda Item - To insert a column, hover your mouse cursor at the top of the table in the column left of where you want the new column. Click the "+" to add a new column.
Presenter
Start - End
Agenda Item
Presenter
Start - End
Agenda Item
Presenter
ADDITIONAL INFORMATION:
Add any additional instructions or comments here.