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.