# **BUSINESS MEETING AGENDA TEMPLATE**

## Try Smartsheet for FREE

DATE	TIME	LOCATION	
MEETING CHAIR	EMAIL		PHONE
MEETING SCRIBE	EMAIL		PHONE
TITLE			
ATTENDEES PRESENT			

#### OBJECTIVES

### SCHEDULE

TIME	CONTENT DESCRIPTION

#### DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.