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| --- | --- |
| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

**MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING TITLE:** | Title of Meeting | **OBJECTIVE:** | Meeting Objective |
| **DEPARTMENT:** | Name of Department | **FACILITATOR:** | Sara Hudson |
| **CALL-IN NUMBER:** | 321-456-7890 | **CALL-IN CODE:** | \*42168 |
| **PLEASE READ:** | New Client Relations Manual | | |
| **PLEASE BRING:** | Laptop and Reports | | |

**ATTENDEES REQUESTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

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| **AGENDA ITEMS** | | |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **DURATION** |
| 1. Agenda Item Description | Anna James | 1:30 |
| 2. Agenda Item Description | Steve Hart | 0:15 |
| 3. |  | 0:00 |
| 4. |  | 0:00 |
| 5. |  | 0:00 |
| 6. |  | 0:00 |
| 7. |  | 0:00 |
| 8. |  | 0:00 |
| 9. |  | 0:00 |
| 10. |  | 0:00 |

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