**Getting Started: How to Add to Your Drive**

To add the meeting agenda to your Google Drive, first click File > Make a Copy. Give the file a name and then save it to a folder in your Google Drive. After you’ve done this step, you can always remove the blue instruction text.

Whenever you want to use the template, simply make a copy first, name the cloned file and then use this to make sure you have everything you need before your meeting.

**Meeting Agenda**



Meeting Name:

Date:

Time:

Location:

Invitees:

Attendees:

Goal/Purpose of Meeting:

Desired Outcome of Meeting:

**Agenda Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion Point** | **Person Responsible** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Meeting Notes (To be completed during the meeting)**

**Action Items (To be completed and distributed after the meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Action** | **Deadline** | **Owner** | **Status** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |