

Meeting Agenda



Start with the "Agenda Setup" tab, then move to the "Meeting Description" tab, then finally use the "Meeting Agenda Items" tab to create / modify this meeting agenda and add roles/assign people to roles.

Agenda Setup

Meeting Description

Agenda Items

Attendance

Meeting Agenda Setup

Meeting Date

Meeting Start Time

This is the start time of this agenda (hour and minute). All agenda items will be calculated from this time using the order of the agenda items and their durations

Meeting Venue (optional)

Enter the meeting venue address here if you wish to store this with the meeting information. This is useful if you meet at different venues for each meeting, as you can show the meeting location and a Google Map for the next meeting on your Meeting Info/Directions page using Webpage Variables.

Save

Save As New Agenda

Close