

# Business meeting agenda template

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Date

Time

Location

Attendees

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## 1. Call to Order and Welcome

- Greeting and introduction of attendees
- Approval of the agenda

## 2. Approval of Minutes

- Approval of the minutes from the previous meeting
- Matters arising from the minutes

## 3. Reports

- CEO/President Report
- Financial Report
- Sales and Marketing Report

## 4. Old Business

- Discussion on any pending matters carried forward from previous meetings
- Decisions to be made on any old business

## 5. New Business

- Discussion on any new matters
- Decisions to be made on new business

## 6. Action Items

- Listing of agreed upon next steps and responsibilities
- Setting timelines for action items

## 7. Any Other Business

- Discussion on any matter that was not included in the previous items
- Decisions to be taken on any other business

## 8. Adjournment

- Closing remarks
  - Setting the date, time and place for next meeting
  - Conclusion of meeting.
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