(SAMPLE)
Agenda Template:

MEETING AGENDA

AFE ABC Chapter # 351
Any Town, OH 45242

Meeting Description:
Results Desired:
Date: **Time:** **Location**:

Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours

Persons Attending	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Items To Be Discussed		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Materials Needed		Person Responsible