



Business Meeting Agenda: Meeting Agenda Worksheets

Frances P Robinson

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The Business Meeting Agenda book is a collection of 52 blank worksheets (enough for 1 year of weekly meetings). The Worksheets are great for organizing a business meeting, organization or other group meetings. Each one of the fill in the blank worksheets contain a place for the following: - Location of Meeting - Date and Time - Called by - Type of Meeting - Presentor - Timekeeper - Room for Names of 18 Attendees - 6 Topics to Discuss, Presentor and Time Alloted - Room for Special Notes You don't have to stress about meeting planning. Be prepared and organized with these simple fill in the blank worksheets. Eliminate the chaos and last minute planning. When you use the Business Meeting Agenda worksheets, your work just got easier!

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