



New York University Meeting Template

MEETING AGENDA

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Meeting Facilitator:		Location:	

1. Meeting Objective

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2. Attendees

Name	Department/Division	E-mail	Phone

3. Meeting Agenda

Topic	Owner	Time

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by

Submitted by: [Name]

For assistance in using this template, contact NYU's Office of Learning and Organizational Development at 212-998-1250.



New York University Meeting Template

MEETING MINUTES

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Minutes Prepared By:		Location:	
1. Meeting Objective			
2. Attendance at Meeting			
Name	Department/Division	E-mail	Phone
3. Agenda and Notes, Decisions, Issues			
Topic		Owner	Time
4. Action Items			
Action		Owner	Due Date
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		Time:	
		Location:	
Objective:			

Submitted by: [Name]

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