

Source: Annis, R. C., Beattie, M., & Gibson, R. (2006). Meeting agenda planning form. In: Rural Development Institute's Regional Round Table Handbook for the Community Collaboration Process (p. 46). Rural Development Institute, Brandon University. Brandon Manitoba.

## Meeting Agenda Planning Form

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<b>Group</b> _____ <b>Date</b> _____	<b>Location</b> _____	<b>Participants</b> _____ _____ _____ _____
<b>Start Time:</b> _____	<b>End Time:</b> _____	
<b>Meeting Purpose</b> _____ _____ _____ _____ _____	<b>Meeting Objectives</b> _____ _____ _____ _____ _____	
<b>Topic</b>	<b>Actions</b>	<b>Participant responsible for Action Items</b>