

SAMPLE AGENDA

Meeting Title

January 10, 2004

9:00 a.m. – 5:00 p.m.

Meeting called by **Name**

Attendees: Attendee List

Please bring: Supplies List

9:00 a.m. – 10:00 a.m.	Introduction Continental Breakfast Welcome	Rainier Room
10:00 a.m. – noon	Announcements Old Business	Snoqualmie Room
Noon – 1:00p.m.	Lunch Break	Rainier Room
1:00p.m. – 4:00 p.m.	Discussion New Business	Snoqualmie Room
4:00 p.m. – 5:00 p.m.	Wrap-up Q&A Panel	Snoqualmie Room

Additional Instructions:

Use this section for additional instructions, comments, or directions.