**<Add Meeting Subject>**

Meeting Agenda

|  |  |
| --- | --- |
| **Meeting Logistics**  |  |
| Date: |  |
| Time: |  |
| Location: |  |
| Subject: |  |
| Chairperson:  |  |
| Reference:  |  |

|  |  |  |
| --- | --- | --- |
| **Invitees:**  |  |  |
| Name | Job title | Initial |
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| **Agenda Items** |
| **#** | **Item Description** | **Time** |
| 1 | Safety Moment By <Add Name> |  |
| 2 | Minutes from Previous Meeting |  |
| 3 | <FILL IN AS APPROPRITAE>  |  |
| 4 | <FILL IN AS APPROPRITAE>  |  |
| 5 | <FILL IN AS APPROPRITAE>  |  |
| 6 | Meeting Recap  |  |
| 7 | Confirm Next Meeting Date |  |