

# PowWowNow's perfect agenda - Template

Having an agenda and sticking to it is crucial for productive meetings. Luckily, with the right template, you'll be able to create an awesome agenda in no time. Use this section for a brief introduction, letting everyone know the purpose of the meeting.

**Name of meeting:** Financial fun

**Date:** xx/xx/xx

**Time:** xx:xx AM/PM

## 1. First topic

- Discussion point 1
- Discussion point 2
- Discussion point 3 and so on

## 2. Second topic

- Discussion point 1
- Discussion point 2
- Discussion point 3 and so on

## 3. Third topic

- Discussion point 1
- Discussion point 2
- Discussion point 3 and so on

**Objective:** This section can be used to highlight what you hope to achieve with your meeting. Setting an objective will help keep the meeting on track, although try not to be too restrictive, you want to get a lively discussion going where everyone is providing their input!

That's really all there is to it, try and be as concise and informative as possible with your agenda, you don't want to scare people off before the meeting has even happened with a mini essay.