

# MEETING AGENDA

## AROWWAI INDUSTRIES



### DETAILS

Date \_\_\_\_\_

Location \_\_\_\_\_

Call-in Details \_\_\_\_\_

Please Read \_\_\_\_\_

Please Bring \_\_\_\_\_

### ATTENDEES

Meeting Called by \_\_\_\_\_

Notetaker \_\_\_\_\_

Attendees \_\_\_\_\_

### AGENDA

Old Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Items \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Steps \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MINUTES & NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_