

Use our “Meeting schedule template” to schedule your meeting, the document can be printed, saved in PDF format, and sent to colleagues, or you can share and edit it together.

Before creating the schedule of the meeting itself, you need to add some input about the meeting in the appropriate fields:

Title	Our Meeting Title
Location	Davis Conference Center, 2-nd floor
Date & Time	February 20, 2022, 11:00 am
Meeting objectives	<ol style="list-style-type: none"> 1. Discuss the project plan 2. Form a project team and the functions of each of them 3. Form a plan of priority actions
Pework	<ol style="list-style-type: none"> 1. View document link 2. Study the relevant legislation 3. Prepare ideas for a media campaign

- In the "Title" field, enter the name of your meeting;
- In the “Location” field, enter the location of the meeting (it can be one of the rooms in your office if you are meeting with your team, or it can be a conference hall in another city if you are planning a meeting with partners or customers);
- In the “Date & Time” field, enter the date and time the meeting starts;
- In the "Meeting objectives" field, describe the goals of the meeting that you set for yourself and the team: what you need to discuss, what problems to solve;
- In the “Pework” field, describe the necessary preparatory work for the meeting participants before it is held; perhaps they may need to learn about some materials or prepare presentations;

Start	End	Duration	Topic	Speaker
11:00	11:10	0:10	[Description]	[Speaker]
11:10	11:40	0:30	[Description]	[Speaker]
11:40	12:20	0:40	[Description]	[Speaker]

Here is the schedule table itself:

- In the “Start” column, enter the start time for each block of the meeting: each speech or each speaker, other discussion blocks;
- In the “End” column, enter the end time for each meeting block;

- In the “Duration” column, you will see the value of the duration of each block; it will be calculated automatically;
- In the “Topic” column, enter the topic of each block, each speech of your meeting;
- In the “Speaker” column, enter the speaker’s name for each meeting block.
- The summary line of the table will calculate the total duration of your meeting.

Meeting results	1. [Decision]
	2. [Decision]
	3. [Decision]

Also, at the bottom, there is a block for fixing the results of the meeting, in which you can write down all the conclusions that you have come to and all the agreements that have been reached.