

OLD BUSINESS, NEW BUSINESS, AND AGENDA TEMPLATE

Meeting Location: _____

Meeting Time: _____

OLD BUSINESS

- Review and approval of previous meeting minutes
- Status updates on ongoing projects and tasks
- Discussion of unresolved issues from prior meetings
- Financial reports and budget review
- Committee reports and updates
- Follow-up on action items assigned previously

NEW BUSINESS

- Introduction of new projects and initiatives
- Presentation of new proposals and ideas
- Discussion of upcoming events and deadlines
- Allocation of resources for new assignments
- New policy reviews and potential changes
- Open floor for member suggestions and comments

AGENDA ITEMS

Time	Topic	Presenter	Notes

ADDITIONAL NOTES / REMARKS

Original source of this document:

<https://docs-business.com/old-business-new-business-agenda-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-business.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.