## Worksheet Four: Writing Agendas

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| **AGENDA**  **MEETING ON BUSINESS WRITING WORKSHOP**  **ORGANIZATION NAME** | | |
| Date: Estimated Start Time:  Place: Estimated Ending Time: | | |
| Purpose of the Meeting: | | |
| Invited (or Confirmed) Attendees:  1. 4.  2. 5.  3. 6. | | |
| Advanced Preparation Reminders: | | |
| Item | Person–in-Charge | Estimated Duration |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |