

Meeting Agenda

Location: [Address or Room Number]

Date: [Meeting Date]

Time: [Meeting Time]

Agenda details:

I. [Easily add your own content.]

- a. [To replace tip text (such as this) with your own, just select a paragraph and start typing.]
- b. [For best results when selecting text to replace, don't include space to the left or right of the characters in your selection.]

II. [Get the formatting you need in no time.]

- a. [This outline uses Heading 2 (formats the sentence with Roman numeral numbering) and Heading 3 (formats the sentence with lowercase letter numbering).]
- b. [To quickly get these heading styles or any of the text formatting you see in this document, on the Home tab of the ribbon, check out the Styles gallery.]

III. [The roman numerals in this outline are red to match the document title and larger than the paragraph text.]

[To see this document with all formatting and layout, on the View tab, click Reading View.]

IV. [Agenda item]

- a. [Agenda detail 1]
- b. [Agenda detail 2]
- c. [Agenda detail 3]