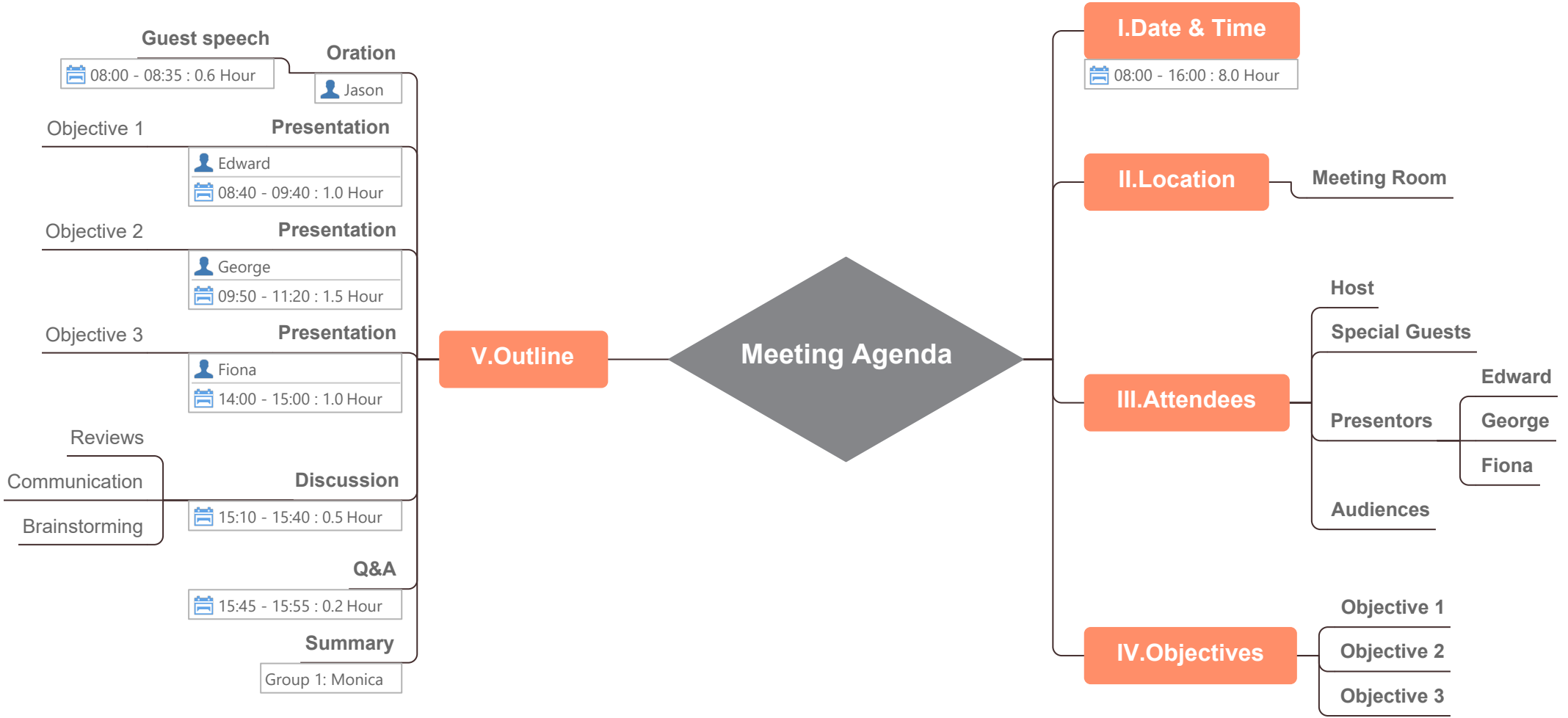
Meeting Agenda
I.Date & Time
08:00 - 16:00 : 8.0 Hour
II.Location
Meeting Room
III.Attendees
Host
Special Guests
Presentors
Edward
George
Fiona
Audiences
IV.Objectives
Objective 1
Objective 2
Objective 3
V.Outline
Guest speech
08:00 - 08:35 : 0.6 Hour
Oration
Jason
Objective 1
Presentation
Edward
08:40 - 09:40 : 1.0 Hour
Objective 2
Presentation
George
09:50 - 11:20 : 1.5 Hour
Objective 3
Presentation
Fiona
14:00 - 15:00 : 1.0 Hour
Reviews
Communication
Brainstorming
Discussion
15:10 - 15:40 : 0.5 Hour
Q&A
15:45 - 15:55 : 0.2 Hour
Summary
Group 1: Monica