

Vendor Policy Discussion Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Facilitator: [Insert Facilitator Name]

Agenda Items

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Overview of Current Vendor Policies
4. Discussion on Proposed Changes
5. Feedback from Vendors
6. Action Items and Next Steps
7. Open Forum for Additional Concerns
8. Schedule Next Meeting

Thank you for your participation.

Best Regards,

[Your Name]

[Your Position]

[Your Company]