

Meeting room booking template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Room	Date	Start	End	Host	Title	Status	Notes

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FILLED EXAMPLE - all names and appointments are fictional.

Room	Date	Start	End	Host	Title	Status	Notes
Huddle 1	12 May	09:30	10:00	Ava	Daily standup	Confirmed	
Huddle 2	12 May	13:00	14:00	Sam	Interview	Confirmed	Need HDMI
Main room	13 May	10:00	12:00	Jordan	Planning	Hold	Expires 4pm
Huddle 1	14 May	15:00	15:45	Riley	Vendor call	Confirmed	Zoom in room