

MEETING AGENDA

Meeting: [Meeting name]

Date and time: [MM/DD/YYYY], [0:00] - [0:00] [AM/PM] [Time zone]

Location / link: [Room or video link]

Facilitator: [Name]

Note taker: [Name]

Attendees: [Names]

Goal: [What this meeting must decide or produce]

Time	Topic	Owner	Outcome needed
[0:00]	Welcome and goal	[Name]	Agree on goal
[0:00]	[Topic]	[Name]	[Decision / Update / Discussion]
[0:00]	[Topic]	[Name]	[Decision / Update / Discussion]
[0:00]	[Topic]	[Name]	[Decision / Update / Discussion]
[0:00]	[Topic]	[Name]	[Decision / Update / Discussion]
[0:00]	Action items and next steps	[Name]	Owners and due dates

PREPARE BEFORE THE MEETING

- [Document to read or data to bring]