Meeting Agenda and Notes

|  |  |  |
| --- | --- | --- |
| **MEETING TOPIC** | Date | Insert Date |
| Time | Insert Time |
| Location | Insert Location |

**Attendees**

|  |  |
| --- | --- |
| Insert Attendee Names | Cross off those who missed |
|  |  |
|  |  |
|  |  |

**Objectives**

* Goals of the meeting
* Goals of the meeting
* Goals of the meeting

**To prepare for this meeting, please:**

* Pre-reads and activities, one per bullet
* Pre-reads and activities, one per bullet
* Pre-reads and activities, one per bullet

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Minutes | Activity | Lead |
|  |  | Welcome: Review meeting objectives and agenda |  |
|  |  | Recap: Review activities and feedback from last meeting (if applicable) |  |
|  |  | Topic |  |
|  |  | Topic |  |
|  |  | Topic |  |
|  |  | Next Steps: Agree on what participants will do after this meeting |  |

**Key Decisions**

* Decisions made throughout the meeting

**Action Items**

|  |  |  |
| --- | --- | --- |
| What | Who’s Responsible | By When |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes**

Capture discussion highlights by topic