**INFORMAL MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Meeting Called By** | **Note Taker** |
| [Date] | [Time] | [Name] | [Name] |

**Attendance**

* [Attendees]
* [Attendees]
* [Attendees]
* [Attendees]
* [Attendees]
* [Attendees]

**Agenda**

|  |
| --- |
| **Discussion Topics** |
| [Topic] | [Topic] |
| [Topic] | [Topic] |
| [Topic] | [Topic] |
| [Topic] | [Topic] |

|  |
| --- |
| **Action Items** |
| [Item] | [Item] |
| [Item] | [Item] |
| [Item] | [Item] |
| [Item] | [Item] |

**Agenda item:**

|  |  |  |
| --- | --- | --- |
| **Action to be Done** | **Person Responsible** | **Time Duration** |
| [Action] | [Name] | [Time] |
| [Action] | [Name] | [Time] |
| [Action] | [Name] | [Time] |
| [Action] | [Name] | [Time] |