**INFORMAL MEETING AGENDA**

|  |  |
| --- | --- |
| DATE | **[Date]** |
| TIME | **[Time]** |
| LOCATION | **[Location]** |

**Attendance**

**Present**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Absent**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Discussion Topics** | **[Topic]** |
| **Decisions / Motions** | **[Decisions]** |
| **Action Items** | **[Action Items]** |
| **Announcements** | **[Announcement]** |