MEETING AGENDA

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | [Date] | Time: | [Time] |
| Location: | [Location] | Name of Project | [Name of Project] |

# Meeting Goals / Purposes / Objectives

* [Goal A]
* [Goal B]
* [Goal C]

|  |  |
| --- | --- |
| **Attendees** | **Absent** |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic / Discussion Item** | **Facilitator** |
| 3:00 pm 5 min | Informational Items / Recognition / News |  |
| 3:05 pm 5 min | Action Item 1 |  |
| 3:10 pm 5 min | Action Item 2 |  |
| 3:15 pm 15 min | Discussion Item 1 |  |
| 3:30 pm 10 min | Discussion Item 2 |  |
| 3:40 pm 10 min | Next Steps |  |
| 3:50 pm 5 min | Review of New Action Items/Needed Resources |  |
| 3:55 pm 5 min | Next Meeting Purpose and Agenda Items |  |

# Action Items/Next Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |

**Adjournment: Next meeting date**: [Date]