**MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Called by**  | [Name] |  | **Attendees** |
| **Facilitator**  | [Name] | [Name] | [Name] |
| **Notes**  | [Note] | [Name] | [Name] |
| **Type of Meeting**  | [Type] | [Name] | [Name] |

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

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| --- |
| **Misc. Information**  |
| **Observer**  | **References** | **Comments and Suggestion** |
| [Name] | [References] | [Comment] |
| [Name] | [References] | [Comment] |
| [Name] | [References] | [Comment] |
| [Name] | [References] | [Comment] |
| [Name] | [References] | [Comment] |