**MEETING AGENDA**

[Date] / [Time] / [Location]

**Attendance**

|  |  |
| --- | --- |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |
| [ ]  [First name], [last name] | [Title] |

**Purpose Agenda**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item** | **Detail** | **Discuss/Minutes** |
| **1.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **2.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **3.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **4.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **5.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **6.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |
| **7.** | [Agenda item Name] | 1. [Detail 1]
 | 1. [Detail 2]
 | [Discussion] |

|  |  |  |  |
| --- | --- | --- | --- |
| **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]