**INFORMAL MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting called by:** | **Facilitator:** | **Timekeeper:** | **Note taker:** |
| [Name] | [Name] | [Name] | [Name] |

|  |  |
| --- | --- |
| **Attendees:** | |
| [Attendee] | [Attendee] |
| [Attendee] | [Attendee] |
| [Attendee] | [Attendee] |

|  |  |  |
| --- | --- | --- |
| Agenda Items | | |
| Topic | Presenter | Time allotted |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |

|  |  |  |
| --- | --- | --- |
| Misc. Information | | |
| **Observers:** | **Resources:** | **Special notes:** |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |
| [Name] | [Resource] | [Note] |