**MEETING AGENDA**

**[MEETING TITLE]**

**Meeting Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | [Date] |  | Meeting Type: | [Type of Meeting]4 |
| Time: | [Time] |  | Call-In Number: | [List number] |
| Location: | [Location] |  | Called By: | [Name] |
| Last Meeting: | [Date] |  | Facilitator: | [Name] |
| Next Meeting: | [Date] |  | Timekeeper: | [Name] |
| Call-In Code: | [Enter code] |  | Note Taker: | [Name] |

**Last meeting decision**

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

**Requested Attendees**

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [x]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]
 [ ]  [Name]
 [ ]  [Name]
 [ ]  [Name]

**Preparation For Meeting**

|  |  |
| --- | --- |
| **Please Read:** | [Notes] |
| **Please Bring:** | [Notes] |

# 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]