**INFORMAL MEETING AGENDA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAY AND DATE** | **LOCATION** | **FACILITATOR** | **MINUTE TAKER** | **START TIME** | **END TIME** |
| [Date] | [Location] | [Name] | [Name] | [Time] | [Time] |

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| **ATTENDEES REQUESTED** |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |

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| **ACTION ITEMS FROM PREVIOUS MEETING** |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| [Action] | [Name] | [Name] |
| [Action] | [Name] | [Name] |
| [Action] | [Name] | [Name] |
| [Action] | [Name] | [Name] |
| [Action] | [Name] | [Name] |

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| **AGENDA ITEM** |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| [Description] | [Name] | [Time] | [Time] |
| [Description] | [Name] | [Time] | [Time] |
| [Description] | [Name] | [Time] | [Time] |
| [Description] | [Name] | [Time] | [Time] |