**INFORMAL MEETING AGENDA**

|  |  |
| --- | --- |
| ***Date | time*** | ***Location*** |
| [Date] | [Location] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting called by** | [Name] |  | **Please bring** | [Please read] |
| **Type of meeting** |  | **Please read** | [Please read] |
| **Facilitator** | [Name] | **Attendees** | |
| **Note taker** | [Name] | [Name] | [Name] |
| **Timekeeper** | [Name] | [Name] | [Name] |

|  |  |  |
| --- | --- | --- |
| 1. **Agenda Items** | | |
| **Topic** | **Presenter** | **Time allotted** |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |

|  |  |
| --- | --- |
| **Other Information** | |
| Observers | [Name] |
| Resources | [Resource] |
| Special notes | [note] |