MEETING AGENDA AND NOTES

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| Date: | Click or tap to enter a date. | Note Taker: | Enter note taker here |
| Chair: | Enter meeting facilitator here | Timekeeper: | Enter timekeeper here |

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| Attendees: | Enter attendees here |
| Purpose/goal: | Enter purpose of the meeting. What team goal(s) are you looking to make progress on? |
| Preparation: | Enter pre-reading and others items for attendees to prepare for in advance (e.g. status reports) |

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| Check-in |  | Time Allotted: | 10 min. |

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| Priority #1 |  | Time Allotted: | 10 min. |
| Topic: | Enter agenda topic here | Contributors: | Enter contributors here |
| Discussion: |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. |
| Conclusions/Key Decisions: |
| Enter conclusions and key decisions here |
| Action items | Person responsible | Target date |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |

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| Priority #2 |  | Time Allotted: | 10 min. |
| Topic: | Enter agenda topic here | Contributors: | Enter contributors here |
| Discussion: |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. |
| Conclusions/Key Decisions: |
| Enter conclusions and key decisions here |
| Action items | Person responsible | Target date |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |

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| Priority #3 |  | Time Allotted: | 10 min. |
| Topic: | Enter agenda topic here | Contributors: | Enter contributors here |
| Discussion: |
| Capture the questions that were discussed and how the lessons learned are to be integrated into the plan. |
| Conclusions/Key Decisions: |
| Enter conclusions and key decisions here |
| Action items | Person responsible | Target date |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |
| √ | Enter action item here | Enter person responsible here | Click or tap to enter a date. |

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| Check-out |  | Time Allotted: | 5 min. |