



Title Date & Time Location

Purpose of the Meeting

- Couple of sentences or bullets

Time	Topic Content & Presenters	Preparation
10:30am	Welcome, Introductions, Agenda Review Name, Title	
10:35am	Quick Communication Updates Name, Title	
10:45am	Agenda Item _____ Discussion Lead, Title ❖ ACTION ITEM FOR DECISION	Pre-read “x” and come prepared to discuss for decision. Bring copies as needed.
11:00am	Agenda Item _____ Discussion Lead, Title	Pre-read “x” and come prepared with brainstorm ideas.
11:20am	Pending Action Item Updates Discussion Lead, Title	Review pending Action Item Log. Be prepared to share status of items assigned.
11:25am	Next Steps/Assignments & Next Meeting Date	Please have access to your calendar.
Noon	Adjourn	

The previous meeting’s minutes can be found at <location> or contact <name, contact info> for a copy.

Action Item Log

ID#	Action	Responsible	Assigned Date	Due Date	Status
1					
2					
3					
4					

Please dress in layers to accommodate room temperatures that often fluctuate.

Reminder that limited cell phone/technology usage during meetings is our rule.