**Title**

**AGENDA**

**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.***