**MEETING AGENDA | {Project Name}**

{Location} | {Date}

Attendees:

1. **CALL TO ORDER**
2. **{AGENDA ITEM #1}**
   1. {Sub-item #1}

* {record meeting minutes here}
  1. {Sub-item #2}
* {record meeting minutes here}
  1. {Sub-item #3}
* {record meeting minutes here}

1. **{AGENDA ITEM #2}**
   1. {Sub-item #1}

* {record meeting minutes here}
  1. {Sub-item #2}
* {record meeting minutes here}
  1. {Sub-item #3}
* {record meeting minutes here}

1. **{ADD ADDITIONAL AGENDA ITEMS AS NEEDED}**
2. **OTHER MATTERS**
3. **ADJOURN**