# MEETING AGENDA– {Group or Project Name}

Location: {Meeting Place} DATE: 8/25/2018

|  |  |
| --- | --- |
| FACILITATOR | {Person Responsible} |
| NOTE TAKER | {Person Responsible} |
| ATTENDEES |  |
| MEETING PREP | {items to read, bring, etc.}; review minutes from previous meeting |

## **{AGENDA ITEM 1} – {Presenter}, {Allotted Time}**

## Main discussion/conclusion points (add bullets as needed)

* {Take meeting minutes here}

## **{AGENDA ITEM 2} – {Presenter}, {Allotted Time}**

## Main discussion/conclusion points (add bullets as needed)

* {Take meeting minutes here}

## **Add more agenda items as needed**

## Main discussion/conclusion points (add bullets as needed)

* {Take meeting minutes here}

## **ACTION ITEMS:**

|  |  |  |
| --- | --- | --- |
| Action Item: | Person Responsible: | Deadline: |
|  |  |  |
|  |  |  |
|  |  |  |

## **PROGRESS REPORT:**

|  |  |  |
| --- | --- | --- |
| Name: | Task: | Hours: |
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