**Name of Meeting**

**GOAL(S) OF THIS MEETING:**

*Decision, discussion, direction, discovery? The meeting is adjourned as soon as the goal is achieved, or when time is up!*

**BACKGROUND:**

Provide relevant links and/or context for the meeting!

**AGENDA ITEMS:**

|  |  |  |
| --- | --- | --- |
| **The first thing:** | *Time allotted* |  |
| **Second:**  | *Time allotted* |  |
| **Third:** | *Time allotted* |  |
| **And so on:**  | *Time allotted* |  |
| **And so forth:** | *Time allotted* |  |

**QUESTIONS TO ANSWER:**

* These can be filled out prior to the meeting (for framing), or can be added as questions come up that require follow-up.

**ACTION ITEMS:**

1. Who will do what by when?

**NOTES:**

* To be filled out by the facilitator during the meeting! Bullet points are nice here, we think.
* *Pro tip:* Send out the top 3 notes as a recap to anyone who didn’t attend the meeting, but should be informed of any decisions or discussions had.